

State of Missouri

2004 Victims of Crime Act Grant

Request for Proposal
Application Packet

Missouri Department of Public Safety
Office of the Director
PO Box 749
Jefferson City, MO 65102-0749

DEADLINE:

**Received by the Missouri Department of Public Safety by 4:30pm
Monday June 7, 2004 or Postmarked by June 7, 2004
(See Filing Procedures for Complete Instructions)**

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Program Description and Guidelines

Victims of Crime Act Grant

Program Description and Guidelines

Introduction

The **Victims of Crime Act (VOCA)** of 1984 was passed by Congress to assist states in providing high quality services that are *directly related to the emotional healing and recovery of crime victims*. The U.S. Department of Justice, Office for Victims of Crime (OVC), administers these funds at the federal level, and the Missouri Department of Public Safety administers the **VOCA** funds at the state level.

The Office for Victims of Crime makes annual **VOCA** Crime Victim Assistance grants available to the states. *The primary purpose* of these grants is to support the provision of direct services to victims of crime throughout the nation, to assist victims of crime as soon as possible in order to reduce the severity of the psychological and emotional consequences of the victimization, and to demonstrate on-going support for the victim in coping with the impact of the victimization.

Each State Grantee must abide by the statutory requirements of **VOCA** and OVC Guidelines as outlined in this Program Description.

Definitions

Victims - persons who have suffered harm, including physical or mental injury, emotional suffering, economic loss, or substantial impairment of their fundamental rights, through acts or omissions which are in violation of criminal laws regardless of whether the perpetrator is identified, apprehended, prosecuted or convicted and regardless of the familial relationship between the perpetrator and the victim. Victims shall also include the immediate family or dependents of the direct victim and persons who have suffered harm in intervening to assist victims in distress or to prevent victimization.

Hard Cash Match - funds in the form of cash available from sources other than state or federal funding programs.

In-Kind Contributions - non-monetary contributions and donations received from

individuals, agencies, associations, organizations, etc., by the applicant agency.

Supplanting - using funds received through the **Victims of Crime Act** to replace funds that would, in the absence of such federal aid, be made available for victim assistance. Therefore, **VOCA** funds cannot be used for existing costs, because those costs have been paid previously by other funding. However, if an agency can substantiate that funding has been lost (for example an agency received \$10,000 in corporate funding during the past year and this year will only be receiving \$5,000), **VOCA** funds could be requested to cover costs up to the amount lost. The limited **VOCA** funds are not intended to replace local funds or other state and federal funds. **Non-profit organizations are not required to adhere to the supplanting clause.**

Services to Victims of Crime – for the purposes of these program guidelines, services to victims of crime are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety. These services include:

- ✓ **Crisis Intervention** – refers to in-person or telephone crisis intervention, emotional support and guidance and counseling provided by advocates, counselors, mental health professionals or peers. Such intervention may occur at the scene of the crime, immediately after a crime, or be provided on an ongoing basis.
- ✓ **Follow up** – refers to in-person contacts, telephone contacts, and written communications with victims to offer emotional support, provide empathetic listening, check on a victim's progress, etc.
- ✓ **Therapy/Professional Counseling** – refers to intensive professional psychological/psychiatric treatment for individuals, couples, and family

members to provide emotional support in crisis arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

- ✓ **Group Treatment** – refers to the coordination and provision of supportive group activities and includes self-help, peer, social support, etc.
- ✓ **Shelter/Safe House** – refers to offering short-term and long-term housing and related support services to victims and families following victimization.
- ✓ **Information and Referral (in person)** – refers to in-person contacts with victims during which time services and available support are identified.
- ✓ **Criminal Justice Support/Advocacy** – refers to support, advocacy, and assistance provided to victims at any stage of the criminal justice process, to include post-sentencing services and support.
- ✓ **Emergency Financial Assistance** – refers to cash outlays for transportation, food, clothing, emergency housing, etc.
- ✓ **Emergency Legal Advocacy** – refers to filing temporary restraining orders, injunctions, and other protective orders, elder abuse petitions, and child abuse petitions, **but does not include criminal prosecution or the employment of attorneys for non-emergency purposes, such as custody disputes, civil suits, divorce proceedings, etc.**
- ✓ **Assistance in Filing Compensation Claims** – includes making victims aware of the availability of crime victim compensation, assisting the victim in completing the required forms, gathering the needed documentation, etc. It may also include follow-up contact with the victim compensation agency on behalf of the victim.
- ✓ **Personal Advocacy** – refers to assisting victims in securing rights, remedies, and services from other agencies; locating emergency financial assistance; intervening with employers, creditors, and others on behalf of the victim;

assisting in filing for losses covered by public and private insurance programs including workman's compensation, unemployment benefits, welfare, etc.; accompanying the victim to the hospital; etc.

- ✓ **Telephone Contact** – refers to contact with victims during which time services and available support are identified. This does not include calls during which counseling is the primary function of the telephone call.
- ✓ **Other** – refers to other VOCA allowable services and activities not listed.

Fund Allocation

The *Victims of Crime Act* – Victim Assistance Program is funded by the Crime Victims Fund that is funded through fines, penalties, and forfeitures collected from persons convicted of offenses against the United States.

At least ten percent (10%) of total funds distributed must be allocated to each of the three priority categories – victims of sexual assault, spouse abuse, and child abuse – and at least ten (10%) to programs that serve victims determined by the state to have been previously underserved.

Match Requirement

VOCA regulations require all *VOCA* recipients to provide matching funds pursuant to the following:

Agencies must have a record of providing effective services to victims of crime and financial support from other sources. Programs must provide 20% of the total project cost in cash or in-kind match. Programs need to have the support and approval of its services by the community, have a history of achieving its intended results in a cost effective manner, and show financial support from non-federal sources.

In-kind contributions shall be limited to volunteer time (computed at \$9.50/hour) and other non-monetary contributions and donations received from individuals, associations, organizations, etc., by the applicant agency.

The value placed on loaned or donated equipment may not exceed its fair market value. The value of

donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in privately owned building in the same locality. Agencies cannot “donate” space to themselves, i.e., if the applicant agency is a county, and the office space used by the project agency is owned by the county the fair market value of that space cannot be used as match.

Applicants are encouraged to keep local match at the minimum needed to meet the federal funds requested. Any funds designated, as local matching funds are restricted to the same uses as outlined for the federal funds and must be expended during the contract period of the grant.

Record Keeping for Match Requirements: Subgrantees must maintain records that clearly show the source, the amount, and the period during which the match was allocated. The basis for determining the value of materials, equipment, and space must be documented. Volunteer services used as match must be documented, and to the extent feasible, supported by the same methods used by the subgrantee for its own paid employees.

Eligible Applicants

Public and nonprofit private agencies that provide direct services to victims of crime are eligible to apply for funds available through the *Victims of Crime Act*. Public agencies may not utilize VOCA funds to supplant existing funds that are presently being used to provide assistance to crime victims.

The non-supplantation requirement applies only to state and local public agencies. It does not apply to nonprofit, nongovernmental victim services programs.

Examples of eligible applicants include: victim services organizations, law enforcement organizations, prosecutor offices, courts, corrections departments, mental health agencies, hospitals, emergency medical facilities, legal services agencies, county health departments, and others. Religiously-affiliated organizations receiving VOCA funds must ensure that services are offered to all crime victims without regard to religious affiliation and that the receipt of services is not

contingent upon participation in a religious activity or event.

Eligibility Requirements

Volunteer Utilizations – The applicant agency must utilize volunteers in the provision of services unless the following circumstances exist and the contractor has obtained *prior approval*:

- Statutory provisions bar the use of volunteers; or
- Lack of volunteers exists after a sustained and aggressive recruitment effort.

Coordination – The applicant agency must include provisions to provide, within the community served, coordinated public and private efforts to aid crime victims so that the best interests of the crime victim are served and interagency communication is enhanced. Coordination may include, but is not limited to, serving on state, federal, local, or Native American task forces, commissions and/or working groups; and developing written agreements which contribute to better and more comprehensive services to victims of crime. Coordination efforts qualify an organization to receive VOCA victim assistance funds, but are not activities that can be supported with VOCA funds.

Victim Compensation – the applicant agency must include provisions to assist victims in seeking crime victim compensation benefits by coordinating its activities with victim’s compensation, which is operated by the Division of Worker’s Compensation. The **telephone number** for the State Victims Compensation Office is **(573) 526-6006 or 1-800-347-6881**.

Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, and/or checking on a claim status.

Serve Federal Victims – Sub Recipients of VOCA funding must provide services to victims of federal crimes on the same basis as victims of state/local crimes.

No-Charge for VOCA-Funded Services – Sub recipients must provide services to crime victims, at no charge, through the VOCA-funded project.

Demonstration of Financial Support - New programs that have not yet demonstrated a record of providing services may be eligible to receive VOCA funding if they can demonstrate that 35% of their financial support comes from non-federal and non-state sources.

Eligible Programs

- ❖ Victims of Sexual Assault Programs
- ❖ Victims of Spouse Abuse Programs
- ❖ Victims of Child Abuse Programs
- ❖ Programs serving Previously Underserved Populations of Victims of Violent Crime
- ❖ General Victim Assistance Programs

Underserved Populations of Victims of Violent Crime was added to this list of priority categories through an amendment to the *Victims of Crime Act*. The Office for Victims of Crime elected not to define previously underserved populations of victims of violent crime. That task was assigned to each individual state. However, the Office for Victims of Crime guidelines encourage states to identify previously underserved populations of victims by type of crime, e.g., victims of DWI crashes, survivors of homicide victims, and other victims of violent crime. States are asked to identify victims of crime other than those included in the original three priority categories, e.g., victims of spouse abuse, sexual assault, and child abuse. As a result of a survey conducted by the Director's Office of the Missouri Department of Public Safety, previously underserved populations of victims of violent crime have been identified and defined as follows:

- ❖ Victims and survivors of victims of DWI crashes;
- ❖ Survivors of homicide victims;
- ❖ Victims of burglary, particularly the elderly and indigent; and,
- ❖ Adult survivors of incest.

Eligible Services

VOCA funds may be awarded for those services, activities, and costs that are directly related to the emotional healing and recovery of crime victims.

The following is a listing of services that are eligible for support with VOCA victim assistance funds:

- ✓ **Services** which immediately respond to the urgent emotional and/or physical needs of crime victims such as **crisis intervention; accompaniment to hospitals for medical examinations; hotline intervention; emergency clothing, transportation and shelter; emergency legal assistance;** and other emergency services that are intended to restore the victim's sense of dignity, self-esteem, and coping mechanisms.
- ✓ **Services** and activities that assist the victims of crime in understanding the dynamics of victimization and in stabilizing their lives such as **follow-up counseling, group treatment, therapy, etc.**
- ✓ **Services** that are directed to the needs of the victim within the criminal justice system or process (but not directed to the needs of the criminal justice system). These services may include **criminal justice support and court related services such as accompaniment to law enforcement offices, court, etc.; transportation to court; childcare while in court; trial notification and case disposition information; restitution advocacy; assistance with victim impact statements; and parole notification.**
- ✓ **Services** that offer an immediate measure of safety to crime victims such as **preventing the immediate reburglarization** by boarding-up windows, replacing or repairing locks, etc.
- ✓ **Services** which assist crime victims with managing practical problems created by the victimization such as **acting on behalf of the victim to intervene with other service providers, creditors, or employers; assisting the victim to recover property that is retained as evidence; assistance in filing for compensation benefits; helping to apply for public assistance; managing the overall service and informational needs on behalf of the crime victim until such time that the victim can assume these responsibilities; etc.**

- ✓ Training for staff, but limited to attending training programs that improve the service skills of persons within the applicant agency (salaried or volunteer) who provide direct services to crime victims. Agencies must first look for training held in the state of Missouri or a comparable geographic region. Training costs will not be reimbursed until after the training has been attended. **Prior approval must be obtained** from Missouri Department of Public Safety to attend “miscellaneous training” not specifically outlined in the approved budget.

In addition, VOCA funds may be used to support the cost of a trainer for in-service staff development. Staff from other organizations may attend in-service training activities, at no-charge, that are held for the sub recipient’s staff.

NOTE: States may not award a VOCA contract solely for the purpose of funding training. Other direct crime victim’s services must be included in the funded project.

- ✓ **Other direct services** to victims of crime not specifically mentioned above may be provided, and eligibility will be considered.

Eligible Cost Items

Cost must be itemized in the application budget for both the federal and local match funds. Unit costs will not be accepted. The federal and local match funds may be utilized for the following allowable cost items.

- ✓ **Personnel** – Only the percentage of staff time, which can be directly attributed to the provision of direct services, is allowable. Volunteer time, which can be directly attributed to the provision of direct services, is also allowable and should be computed at \$9.50/hour for match purposes. Please note that where volunteers are “on call” by carrying a pager or cell phone, the only time that can be claimed, as local match, is the time spent providing direct services to victims, not the entire period of time that the pager or cell phone is carried. The same applies when the crisis line is forwarded to a volunteer’s home. Only the time spent working with a client may be claimed. In addition to the direct service time, one hour of match will be allowed for every four hours of “on call” time. An eight-

hour shift with no activity would mean that two hours of volunteer time could be reported. If seven hours are spent providing direct services during an eight-hour shift, eight hours of match may be claimed – seven actual and one for being “on call”. Under no circumstances may more time be reported than what was covered during the “on call” shift.

Costs that are directly related to maintaining staff, both paid and volunteer, such as salaries, fringe benefits, and malpractice insurance that are paid as a fringe benefit (for professional direct service providers who are performing services which are subject to civil actions) are allowable.

VOCA funds may support administrative time to complete VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics.

- ✓ **Travel** – Transportation costs for victim assistance related activities for victims of crime, local travel expenses for direct services providers, and reasonable and necessary travel costs related to staff participation in eligible training programs. Travel costs will not be reimbursed until the travel has occurred. **Prior approval must be obtained** from Missouri Department of Public Safety to attend “miscellaneous training” not specifically outlined in the approved budget.
- ✓ **Equipment** – equipment necessary to provide direct services to victims.
- ✓ **Supplies/Operating Expenses** – Expenses necessary to the operation of the program such as rent, utilities, telephone, brochures which describe available services, books and other victim-related materials, printing, postage, supplies, etc. which are directly attributable to the performance of direct services to victims of crime. ***These costs must be prorated based on the direct services offered. VOCA funds cannot be utilized for administrative and overhead costs*** except as specifically stated in this section. The titles of films, brochures, and other “miscellaneous items” not specifically outlined in the budget must be submitted to the

Missouri Department of Public Safety for approval prior to purchase.

Registration costs for conferences must be shown as a supply/operation cost. These costs will not be reimbursed until the conference has occurred.

VOCA funds cannot support the entire cost of an item that is not used exclusively in providing direct services to victims. However, **VOCA** funds can support a prorated share of such an item. In addition, subgrantees cannot use **VOCA** funds to purchase equipment for another organization or individual to perform a victim-related service.

Office Supplies – The following list constitutes “office supplies” for the purposes of this grant. Any item not specifically listed cannot be claimed in the general “office supplies” line item in your budget and must be listed as a separate line item in your budget.

The “Office supplies” as indicated below must be specifically for this project or otherwise prorated for this project. The entire list does not need to be shown on the budget page only “office supplies” need be shown.

Pens, pencils, markers, highlighters, paper, letterhead, envelopes, paper clips, rubber bands, stapler, staples, rolodex, rolodex cards, scissors, note pads, telephone log, calendar, tape, tape dispenser, memo pad, post-it notes, white out, typewriter ribbon, correction tape, ruler, file folders, letter opener, hole punch, paper cutter, labels, dictionary, bulletin board, push pins, glue, blank tapes, blank floppy discs and blank cd’s, pencil/supplies holder, adding machine tape, printer ink cartridges, toner, business cards, surge protectors, extension cords.

Any item not included in the above list must be shown separately on the budget page to be eligible for reimbursement.

- ✓ **Contractual Expenses** – Funds to contract for direct services for eligible victims of crime. It was not intended that the **VOCA** sub recipients serve as contractors of services. However, at

times, it may be necessary for **VOCA** sub recipients to contract for specialized victim service. A contractual agreement that outlines the services to be provided and the costs for those services must be included with the application.

- ✓ **Audit Cost** – Only a prorated share of required audit costs as required by federal guidelines. *Please note that the federal guidelines for audits changed in 2003.*
- ✓ **Forensic Examination** – Payment of all reasonable costs for a forensic medical examination, to the extent that such costs are not otherwise reimbursed or paid by a third party.
- ✓ **Emergency Legal Services** – Only those legal services that include the filing of elder abuse petitions, child abuse petitions, and temporary restraining orders are allowable.

Ineligible Services

The applicant may not conduct activities unrelated or only tangentially related to the provision of direct services to victims of crime. Such activities shall include, but not necessarily be limited to, the following:

- ø **Lobbying** and administrative advocacy for victim legislation or administrative reform, whether conducted directly or indirectly.
- ø **General Criminal Justice Agency Improvements** or programs where crime victims are not sole or primary beneficiaries.
- ø **Witness Management** or notification programs. Victim/Witness assistance programs that provide both victim services and witness notification services may receive funding to support only that portion of the program that provides direct services to crime victims.
- ø **Management Training** and training aimed at persons who do not provide direct services to crime victims.
- ø **Crime Prevention Programs** and other activities intended to educate the community on the prevention of crime and to raise the public’s consciousness regarding crime.

- ø **Perpetrator Rehabilitation** and counseling. Sub recipients cannot knowingly use VOCA funds to offer rehabilitative services to offenders. Likewise, VOCA funds cannot support services to incarcerated individuals, even when the service pertains to the victimization of that individual.
- ø **Needs Assessments**, surveys, evaluations, studies, and research efforts conducted by individuals, organizations, task forces, special commissions, etc., which study and/or research a particular victim issue.
- ø **Criminal Justice Activities** aimed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency such as witness notification and management activities; expert testimony at a trial; victim/witness expenses such as travel to testify in court and subsequent lodging and meal expenses; victim protection costs; etc., which are considered the criminal justice agency's responsibility.
- ø **Fundraising Activities** to include attending pre-bid seminars and grant writing activities.
- ø **Nursing Home Care**, home health-care costs, inpatient treatment, hospital care, and other types of emergency and non-emergency medical and/or dental treatment. **VOCA** victim assistance grant funds cannot support medical costs (except for forensic examinations) regardless of whether they are a result of victimization or not.
- ø **Development of Protocols**, interagency agreements, and other working agreements that benefit crime victims. These activities are considered examples of the types of activities that organizations undertake as part of their role as a victim services organization, which in turn qualifies them as an eligible **VOCA** sub recipient. As such, **VOCA** funds cannot be used to support these activities.
- ø **Development of Training Manuals** and/or extensive training materials. Viable crime victim organizations that receive **VOCA** funds should, prior to receiving a **VOCA** grant, offer training and materials for their staff.

Ineligible Cost Items

State funds and local match funds shall not be utilized for the following cost items:

- ø **Construction** or renovation costs.
- ø **Acquisition Cost** of real estate property.
- ø **Indirect Organizational Costs** such as liability insurance on buildings and vehicles; capital improvements; security guards and body guards; property losses and expenses; real estate purchases; mortgage payments; construction costs; salaries of management staff; accounting services; janitorial services; etc.
- ø **Large Items of Equipment** including, but not limited to, vehicles, security systems, etc.
- ø **Salaries**, fees, and reimbursable expenses associated with *administrators*, board members, executive directors, consultants, coordinators, and others unless, and to the extent that, these expenses are incurred while providing direct services to crime victims.
- ø **Supervision of Direct Service Providers**, consultants, coordinators, and other administrative functions, and supervisory oversight tasks. It was never the intent of **VOCA** to support portions of supervisory or administrative salaries. It was the intent of **VOCA** to offer a supplement to those organizations that are able and willing to absorb the costs of supervising additional **VOCA**-funded direct service provider(s). **NOTE: The exception is to use VOCA funds to support a volunteer coordinator.**
- ø **Employee Bonuses**
- ø **The Salary** or expenses of any applicant, or agent acting for the applicant, to engage in any activity designed to *influence legislation* or appropriations pending before the Missouri General Assembly or United State Congress.
- ø **Vehicles** - purchased or leased.
- ø **Relocation Expenses** such as moving expenses, security deposits on housing, ongoing rent, mortgage payments; however, **VOCA** funds

may be used to support staff time in locating resources to assist victims with these expenses.

- ø **Professional Dues** and memberships.
- ø **Property Loss** such as reimbursing the victims for insurance deductibles, replacing stolen property, paying for funeral expenses, lost wages, and medical bills.

Confidentiality

Except as otherwise provided by Federal law, no recipient of monies under VOCA shall use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA. Such information, and any copy of such information, shall be immune from legal process and shall not, without consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceeding.

This provision is intended, among other things, to ensure the confidentiality of information provided by crime victims to counselors and advocates working for victim services programs receiving VOCA funds. Whatever the scope of application given this provision, it is clear that there is nothing in VOCA or its legislative history to indicate that Congress intended to override or repeal, in effect, a state's existing law governing the disclosure of information which is supportive of VOCA's fundamental goal of helping crime victims. For example, this provision would not act to override or repeal, in effect, the states existing laws pertaining to the mandatory reporting of suspected child abuse.

Furthermore, this confidentiality provision should not be interpreted to thwart the legitimate informational needs of public agencies. For example, this provision does not prohibit a domestic violence shelter from acknowledging, in response to an inquiry by a law enforcement agency conducting a missing person investigation, that the person is safe in the shelter. Similarly, this provision does not prohibit access to a victim service project by a federal or state agency seeking to determine

whether federal and state funds are being utilized in accordance with funding arrangements.

Contract Period

The contract period for approved projects is October 1 through September 30.

Filing Procedure and Notification

The Department of Public Safety, Office of the Director, will follow the procedures established in Chapter 34, RSMo, in regard to the filing of applications for assistance for not-for-profit private agencies.

The Department of Public Safety may follow the procedures established by the Department of Public Safety, Office of the Director, for all federal funding programs administered by the Department of Public Safety, Office of the Director, in regard to the filing of applications by public agencies. However, the Department of Public Safety, Office of the Director, may elect to follow the procedures established in Chapter 34, RSMo in regard to the filing of applications for assistance by public agencies.

Applications for the **Victims of Crime Act (VOCA) grant** must be completed and received by the Department of Public Safety, Office of the Director, no later than **4:30 p.m. on June 7, 2004** or postmarked no later than **June 7, 2004**.

NOTE: Applications sent using office-based postage meters will not be accepted if received in our office after June 7, 2004 regardless of the postmark date as these postage meters are not acceptable proof of timely mailing.

It is strongly recommended that applicants use the United States Postal Service or a traceable shipping service that guarantees a delivery date to ensure that applications arrive promptly.

Applications received via facsimile or e-mail **will not** be accepted at any time.

Applications for the VOCA grant that do not meet the above submission requirements **will not** be considered for funding.

Applicants must submit all data required by this application document.

Failure to submit all required data could disqualify the proposal from further consideration. Final funding decisions will be made by the first of October.

Application Review Process

Competitive Bid Process

A review panel of various individuals from the Missouri Department of Public Safety and individuals from outside the department who do not have a financial interest in this program will be convened to review all of the proposals received by the deadline as indicated above.

The review panel changes for each grant process and from year to year. This enables the Department of Public Safety to assure that more than one set of viewpoints on the issues surrounding victim services is expressed and utilized in the evaluation process. The Department of Public Safety staff provides a source of continuity in the review panel process.

In evaluating each application, both objective analysis and subject judgment shall be used in conducting an assessment of the proposal in accordance with the grant guidelines in addition to the following criteria:

- Demonstration of need;
- Adequate correlation between the cost of the project and the objective(s) to be achieved;
- Probability of project to meet identified goal(s) and objective(s);
- Demonstration that Victims of Crime Act funds will not be used to supplant state and local funds
- Demonstration that the applicant agency will utilize volunteers in the provision of services;
- Demonstration that the applicant agency will assist crime victims in applying for Victims Compensation Funds;
- Degree of cooperation between local officials, community groups, and citizens to fulfill goals for the overall success of the project;
- Demonstration that the applicant agency has met the local match requirements and has identified the source(s) of the local match;
- Demonstration that the applicant agency has met and will continue to comply with all applicable state and federal laws and guidelines;
- Ongoing success of the program;

- Ratio of funding requested to services being provided is relative;
- Overall quality of the application.

Applicants will not be contacted if an item is missing from the application.

The Department of Public Safety is required by law to make award decisions based on a competitive bid process. Each time the competitive bid process is held, more and more applications for funding are received. The funding requests are often for two to three times the money available in grant funds. Because of these circumstances, the review panel is expected to make some very difficult decisions. With the final approval of the director of the Department of Public Safety, applicants will be notified of the decisions made by the review panel. Applicants who will not receive funding will be given the rationale behind the panel's decisions.

Monitoring

All contracts funded will be monitored as deemed necessary by the Program Manager. Agencies may be monitored annually through either an on-site monitoring visit or through "desk-top" monitoring.

Nothing in this guideline precludes the Department of Public Safety from conducting a site-visit or desk monitoring more often than once per year. In certain situations, a contract may be monitored either on-site or through desk monitoring on a regular and frequent basis to assure compliance. These situations include, but are not limited to:

- A report to the Department of Public Safety of the mishandling of grant funds;
- A report of the use of grant funds for ineligible activities;
- Discrepancies noted on the Monthly Report of Expenditures and/or Detail Sheet;
- A change in the managing staff within a contracting agency;
- Financial and/or programmatic issues of noncompliance found during a regularly scheduled monitoring visit or desk monitoring.

All contracts will be subject to monitoring by the Missouri Department of Public Safety, Office of the Director; to insure appropriate fiscal and program records are being maintained. The contractor may

be required to submit such monitoring information in writing to the Department of Public Safety, Office of the Director. The Department of Public Safety may monitor each contract at least annually.

Performance Report

Recipients of VOCA funds will be required to submit a performance report at the end of the contract period to the Department of Public Safety for the preceding year. The performance report will be due by October 15th. Failure to submit the Performance Report by that date could result in new contract funds being withheld until the report is received. The performance report shall include the following information:

- **Victim Information** – The total number of victims served by race, national origin, sex, age, handicap, and type of victimization.
- **Victim Statistics** – The total number of victims served by each program type and the criminal justice status, if known, of each case. (Was the crime reported or not reported? Was the case prosecuted or not prosecuted?)
- **Program Information and Notable Activities**
A brief description of efforts conducted to improve the delivery of victim services, efforts taken to serve federal crime victims, and anecdotal information or individual case histories illustrating how VOCA funds have been used to assist victims of crime.
- **Community Coordination** – A brief description of how the contractor has coordinated the program activities with other service providers and organizations in the community.
- **Victims Compensation** - A brief account of how the contractor has assisted crime victims in seeking compensation benefits and what issues, if any, hinder victim assistance programs in assisting with filing compensation benefits.

Contact Information

Any questions regarding the **Victims of Crime Act** may be directed to the Victim Services Grant Program Section of the Missouri Department of Public Safety, Office of the Director at (573) 751-4905.

Grant Application Instructions

Grant Application Instructions

All portions of the **VOCA Grant Application** shall be completed and submitted for funding consideration. The **VOCA Grant Application forms and narrative must be typewritten**. The **Application Packet** consists of the following:

- Grant Application Instructions
- Application Summary Report
- Application for Funding and Budget Pages
- Personnel Information
- Certified Assurances
- Audit Requirements
- Report of Expenditures and Check Payee Information
- Other Funding Sources
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions
- Certification of 501 (c) (3) Status
- Missouri Department of Public Safety Financial and Administrative Guidelines for Contracts

INSTRUCTIONS

APPLICATION FOR FUNDING FORM:

Complete the *APPLICATION FOR FUNDING* form using the instruction page included in the *Application Forms* section of this application.

APPLICATION SUMMARY REPORT FORM:

Provide the requested information on this form. Provide a brief summary of the proposed project; do not refer us to the narrative section of the application. This information is used to provide a brief summary of the funded projects to legislators and other interested parties at their request.

BUDGET PAGE FORMS:

Included in this application packet are budget forms for *PERSONNEL*, *TRAVEL*, *EQUIPMENT*, *SUPPLIES/OPERATIONS*, and *CONTRACTUAL* categories. Submit only the appropriate budget forms for which you are seeking funding.

Provide a complete breakdown of the budget for implementation and operation of the proposed project on the appropriate budget forms. Instructions for completing the budget forms are printed at the top of each form. Please be sure to follow these instructions precisely.

Refer to the **Program Description** and **Financial and Administrative Guidelines for Contracts** for information on the use of funds. The total project cost of each budget form must be transferred to the *Application for Funding* form. The total of the Federal and Local match share amounts on the budget forms must equal the 80% Federal match and 20% Local match share amounts on the *Application for Funding* form.

Submit the completed budget forms with the application. If you are not requesting funding on a particular budget form, you do not need to include that form with the application. Show “\$0” for that budget category on the *Application for Funding* form.

Please keep in mind the following as you are completing the budget pages:

Personnel Budget Form - the actual monthly salary of individuals must be shown in the “Salary per Month” column on the Personnel budget page. For instance, Advocate A receives a monthly salary of \$2,000.00 for a total yearly salary of \$24,000. VOCA covers \$12,000 of Advocate A’s salary and your agency funds cover the remaining \$12,000. On the personnel budget page under the “Salary per Month” column you would enter \$2,000. The percentage of time on the grant is 50% (since VOCA is paying half of Advocate A’s salary) and the months to be employed would be 12. The total cost for Advocate A is \$12,000 ($\$2,400 * 50\% * 12$). The percentage of time on the grant refers to the amount of an individual’s time funded by VOCA.

The percentage of time for a part-time employee who spends all of his/her time on grant activities and whose entire salary would be funded by VOCA should be shown as 100%.

Fringe benefits must be itemized on the Personnel budget page. Medical, dental and vision insurance premiums should be shown as separate line items unless they are all included in the same premium and are not itemized. Personnel funded through City and County Governments are employees of the City or County and should receive the same benefits/pay as other similar employees in the City/County Government.

Travel Budget Form – Mileage for the 2004 VOCA contract should be figured at no more than \$0.345 per mile. This amount is the approved mileage rate for the State of Missouri. If your agency reimburses less than this amount, you will need to use your agency’s reimbursement amount. If your agency reimburses more than this amount, you will need to use the State of Missouri’s reimbursement rate.

Travel expenses for conferences and training should be itemized on the travel budget page. Registration costs are not considered travel expenses and should be listed on the Supplies/Operations budget page. Please estimate to the best of your ability the costs for travel. Reimbursement for meals can be shown as a per diem rate, but only actual expenses will be reimbursed. Receipts must be available for reconciliation if funds are awarded and reimbursed.

Supplies/Operations Budget Form – there is a list of Office Supplies in the Eligible Cost Items section of this application. An “office supplies” line item can be included on the Supplies/Operations Budget Page in reference to this approved list. You do not need to list any of the items contained in that list. If you are requesting funding for an item that is not contained within that list, you will need to show that item(s) separately on the Supplies/Operations budget page. Only office supplies for the VOCA project can be requested.

Contractual Budget Form – If contractual budget items are necessary for the VOCA project, you must have a written contract for those services. A draft contract should be submitted with the application outlining what services will be performed, who will perform the requested contractual services, when they will be performed, and the rate at which they will be performed.

Refer to the **Program Description** and **Financial and Administrative Guidelines for Contracts** for information on the use of funds. The total project cost of each budget form must be transferred to the **APPLICATION FOR FUNDING** form.

Submit the completed budget forms with the application. If you are not requesting funding on a particular budget form, you do not need to include that form with the application. Show “\$0” for that budget category on the **APPLICATION FOR FUNDING** Form.

PERSONNEL INFORMATION FORM:

Submit this form when submitting the **PERSONNEL** budget form. Only individuals funded through this grant program should be listed on this form. The job responsibility should explain what this person would be doing on the grant program. If personnel are not funded 100% on the grant, detailed time accounting must be kept to track 100% of the employee’s time. A suggested format for time accounting can be found as an appendix to the application packet. If you are requesting a new position in the grant, submit the **PERSONNEL INFORMATION** form with

whatever information can be provided at the time. If a contract is awarded, submit the updated form to our office once the individual is hired so that it can be placed in the original file.

NARRATIVE WORK PROGRAM:

Provide a complete *Narrative Work Program* for the proposed project to explain, in detail, the need for the funding, the intended use of the funding, and the anticipated results of the program. The narrative work program should focus on the project to be funded, not the entire agency.

On plain white paper, identify each of the specific sections of the *Narrative Work Program* outline. **Please be sure to follow this outline and to include all of the information requested.** Do not use pitch smaller than 12. Please space between the paragraphs to ensure ease in reading. Please number the pages of the Narrative Work Program. The Narrative Work Program should not be more than 12 - 14 pages overall (not including appendices).

- A. Brief History of the Program Project Agency** – Provide a brief history of the Project Agency and the type(s) of victim services provided. Also include any future plans for your victim services program. **Limit to one page**
- B. Statement of the Problem** – This section must address the need for grant funds and the proposed project. Define the problem that you will be attempting to impact with the project for which you are requesting funds. Be specific. Do not include every issue the Project Agency addresses, but only the one(s) that will be impacted by the use of the **VOCA** funds being requested. Since you are competing with other agencies for limited funds, you should document as extensively and as factually as possible the definition of the problem. This section must justify the proposed services to be outlined in Part E, Methodology. For example, include facts and statistics on incidents of crime, the number of victims served during the past year - (two years, three years, etc.), existing resources, demographic and geographic specifications, etc. **Limit to two pages**
- C. Goals and Objectives** – Explain your expectations (goals and objectives) for the proposed program in outline format. Goals are the grant program's desired results. The goals should be clearly stated, realistic and achievable, even if they are not readily measurable. The objectives are the intermediate results or accomplishments to be achieved by the program pursuing its goals.

The objectives need to be measurable, process oriented (services to be provided), client oriented (services for clients), and outcome oriented (why provide the services - benefits to crime victims). They should express the extent to which you expect to alleviate the problem defined in the Statement of the Problem. Examples of outcomes include: 85% of the clients will establish independent living free from abuse. 90% of the clients served through this VOCA funded project will indicate that they are satisfied with the services provided. Through pre- and post-testing, 80% of the clients will show a better understanding of the dynamics of victimization. These are just a few **EXAMPLES**. They do not apply to every program and there are many others that could be included. **Be specific to this project; do not include overall agency goals or objectives.** **Limit to two pages**

- D. Evaluation Procedure** - Describe the process to be used to determine the effectiveness of your program and the effect of your program on the victims served, such as pre- and post-testing, surveys, client-satisfaction evaluations, etc. This must also include a description of the data to be collected, as outlined in the Program Description, to prepare any progress reports and/or final reports required by the Victims of Crime Act Grant. The evaluation component of the application should tie to the goals and objectives. **Limit to one page or less**
- E. Methodology** – This section must address the intended use of the grant funds. Following the outline shown below, give specific details concerning the organization, administration, and implementation of the project. Again, **be specific to this grant project**, not to the overall operation of the Project Agency. The following items must be addressed in this section:

- 1) **Type of Program** – Specifically outline the services to be provided by this project. Give as much detail as possible about your proposed project. Define what services will be provided, who will provide these services, how they will be provided and who will benefit from the services your program will provide. Flow charts and chronological outlines are great, but must be supported by additional narrative description. **At least one page**
- 2) **Proposed Service Area** – State the geographic area to be served by this project.
- 3) **Coordination of Services** - Outline how your agency will coordinate the activities of this project with other service providers, law enforcement agencies, prosecuting attorney's offices and courts in your community. Other services may not necessarily be the same as offered by your project. Explain how the services to be offered by this project will complement other activities and services already in place in your community.
- 4) **Identification of Matching Funds** – Specifically identify the source(s) of the matching funds and the specific budget line items to be covered by the local matching funds. The local match share requirement is 20% of the total project cost (not 20% of the Federal Funds requested) of your application. One way to determine the local match required on the federal dollar amount you are requesting is to divide the federal funds amount by 80% then subtract that amount from the federal funds amount. The amount remaining is the local match required. (i.e. \$10,000 federal funds requested, $\$10,000/80\% = \$12,500$, $\$12,500 - \$10,000 = \$2,500$ is the match needed). Identify who will be providing these funds, how much they will be providing and describe the source of the funds. The value placed on loaned and donated equipment may not exceed its fair market value. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in privately owned buildings in the same locality. Agencies cannot "donate" space to themselves, i.e. if the applicant is a county and the office space used by the project agency is owned by the county the fair market value of that space cannot be used as match. **No more than one page.**
- 5) **Budget Justification** – Justify the need for all items listed in the budget for which **VOCA funds** will be used. Justify each individual budget line item. Do not just list the items requested for funding – explanation of each budget item must be included for consideration of funding. For personnel, you must also indicate if the position is an existing or new position. If the position currently exists, indicate how the position has been funded in the past. If a salary increase is included, provide the % of increase and the date the increase will occur. If you are requesting funding for personnel or items that are currently funded by the agency but not funded through VOCA, please explain why VOCA should pick up these costs. **Project cost that is currently paid by the Applicant Agency may be subject to the rules of supplanting and unallowable.** **No more than two pages**
- 6) **Supplanting** – Address the issue of supplanting as it pertains to this grant. ***Supplanting applies to State and local units of government who are applying for VOCA funds.*** If you are requesting funds for existing costs not covered through VOCA, please address in detail how using VOCA funds for these costs would not constitute supplanting. **No more than one page**
- 7) **Victim Compensation Assistance** – Describe the procedures to be utilized to ensure that all victims served by this project will receive information on and assistance with filing for victim's compensation funds. ***Providing Victims of Crime with information and assistance with filing for Crime Victim Compensation is a requirement of the Victims of Crime Act.***
- 8) **Volunteers** – Describe the procedures to be utilized to recruit and train volunteers. (Include the type of training to be provided, the numbers of hours of training volunteers receive, eligibility or qualification requirements for volunteers, and the anticipated number of volunteers to be utilized by this VOCA funded project. ***Using Volunteers for VOCA funded projects is a requirement of the Victims of Crime Act.***

9) **Number of Victims to Be Served** - Indicate the anticipated number of victims to be served by this VOCA funded project. Do not include the total number of victims served by your agency, include only the number of victims to be served specifically by this particular VOCA project. For victims of domestic violence break out the number of women to be served and the number of children to be served separately. Give statistics from previous years to support your estimate.

F. Cost Assumption - Describe how the Project Agency plans to continue the activities of this project if **VOCA** funds would no longer be available to the Project Agency. What proactive steps are being taken to absorb the project cost into the applicant agency's future budget? Provide information on the development of a contingency plan for victim services. **Limit to one page or less**

G. Report of Success – *For existing VOCA grant recipients* - **In outline format, list the goals and objectives from your current contract.** After each goal and objective listed, provide information regarding whether or not each has been attained to date. Include all information obtained pursuant to the “Evaluation” section of the narrative for your current contract. Please include actual numbers obtained along with the corresponding percentages (number of victims served, number of surveys sent out and returned, etc). Attach any reports, surveys, or other measurement tools that support the success of your project. Be sure to include any information required by the Performance Report as outlined in the Program Description. **Note: This component is applicable only to those proposals seeking continuation of a project already supported with VOCA funds.**

ADDITIONAL FORMS - Provide the information requested on the following forms:

- **Audit Requirements Form** – Please complete the Federal and State funds received section of the form even if you have not or are not required to have an audit completed.
- **Report of Expenditures and Check Payee Information**
- **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions form**
- **Other Sources of Funding** – Please list any other funds used for the VOCA project (local, state or federal)
- **Certification of IRS 501(c)(3) and a copy of 501(c)(3) IRS application/approval** (*not-for-profit agencies only*)

ADDITIONAL INFORMATION - Attach copies of the following information:

- Your agency's organizational chart
- Your agency's procurement (purchasing) policy
- Job descriptions for personnel involved in this proposed project. These should include the job duties for the position and the minimum requirements for the position
- Your agency's current budget breakdown (for your agency as a whole). Please provide your actual expenditure and income breakdown; you may also include your “balanced” budget.
- A list of your organization's Board of Directors (if agency is a nonprofit organization)
- Letter from the IRS regarding your 501(c)(3) status (if agency is a nonprofit organization)
- A minimum of five (5) current (date on letter) letters from agencies in your community that support this specific project. Letters of support should indicate to the reader that the individual is familiar with the program you are requesting VOCA grant funds for. Letters should not be about your agency in general.

NOTE: Letters from your agency's authorized official, project director, commissioners, administrators or board members do not count towards the required five letters of support. Multiple letters from victims will only count as one of the required five letters of support. A Memorandum Of Agreement (MOA) cannot be submitted in lieu of the required five letters of support; it will count as one of the required five letters of support.

ASSEMBLING THE APPLICATION - Please assemble the completed application in the following order for submission:

1. Application Summary Report
2. Application for Funding Form (Signed)
3. Budget pages
4. Personnel Information Form
5. Job Descriptions
6. Narrative Work Program
7. Your Agency's Current Budget (and balanced budget if provided)
8. Other Funding Sources Form
9. Your Agency's Organizational Chart
10. Agency Procurement Policy
11. VOCA Certified Assurances (Signed)
12. Audit Requirements form (Signed)
13. Report of Expenditures and Check Payee Form
14. Copy of IRS application/approval letter of 501(c)(3) (not-for-profits only)
15. Certification of 501(c)(3) form (Signed) (not-for-profits only)
16. List of current Board of Directors (not-for-profits only)
17. 5 current letters of support pertaining to this program

COPIES OF APPLICATION - The properly signed/assembled original *Application* and **three copies** (four total) must be completed and received by the Department of Public Safety, Office of the Director, no later than **4:30 p.m. on June 7th, 2004** or postmarked no later than **June 7th, 2004**.

NOTE: Applications sent using office-based postage meters will not be accepted if received in our office after **June 7th, 2004** regardless of the postmark date as these postage meters are not acceptable proof of timely mailing. It is strongly recommended that applicants use the United States Postal Service or a traceable shipping service that guarantees a delivery date to ensure that applications arrive promptly.

Applications received via facsimile or e-mail will not be accepted at any time. Applications for the Victims of Crime Act (VOCA) grant that do not meet the above submission requirements will not be considered for funding.

Please mark the **ORIGINAL Application** in the upper right hand corner of the face sheet. **PLEASE DO NOT BIND THE APPLICATION PACKETS – STAPLE IN THE UPPER LEFT HAND CORNER.**

EVALUATION CRITERIA – Both objective analysis and subjective judgment shall be used in conducting an assessment of the proposal in accordance with the evaluation criteria stated below:

- Demonstration of need
- Demonstration of financial support if a new applicant
- Adequate correlation between the cost of the project and the objective(s) to be achieved
- Probability of project to meet identified goal(s)
- Demonstration that *Victims of Crime Act Grant* funds will not be used to supplant state and local funds (State and Local Units of Government only)
- Demonstration that the applicant agency will utilize volunteers in the provision of services
- Demonstration that the applicant agency will assist crime victims in applying for Victims Compensation Funds
- Degree of cooperation between local officials, community groups, and citizens to fulfill goals for the overall success of the project
- Demonstration that the applicant agency has met and will continue to comply with all applicable state laws and guidelines
- Ongoing success of the program
- Ratio of funding requested to services being provided is relative
- Overall quality of the application

Awarding of funds for the 2004 Victims of Crime Act Grant program will be based on a competitive proposal basis and will be made by October 2004. Your agency will receive notification of denial or approval of your application via U.S. Mail. Please do not call our office for notification information.

AWARD OF CONTRACT - If the application is approved, the Award of Contract will serve as a contractual agreement between the Department of Public Safety and the Applicant Agency.

DEPARTMENT OF PUBLIC SAFETY CONTACTS - Any questions regarding the application or the administration of your contract may be directed to the Department of Public Safety staff person indicated below at (573) 751-4905.

Audit Information:	Deborah Borchers-Ausmus ALL FEDERAL AND STATE GRANT PROGRAMS Responsible for any audit issues
Financial Information:	Carol Willhite Victims of Crime Act Grant Program Responsible for issues concerning Expenditure Reports, Requests for Funds, and Monthly Detail Reports
Program Information:	Victim Services Grant Program Office Victims of Crime Act Grant Program (VOCA) Responsible for issues concerning the Application Process, Status of Awards, Budget Revisions, Program Changes, Monitoring Issues, Performance Reports, etc.

Four Sets of the Application (original plus three copies) must be submitted to:

**Missouri Department of Public Safety
Director's Office
P.O. Box 749
Jefferson City, MO 65102-0749**

The street address for the Department of Public Safety is:

**301 W. High Street
Truman Building, Suite 870
Jefferson City, MO 65101**

Applications must be received by the Department of Public Safety, Office of the Director, no later than **4:30 p.m. on June 7th, 2004** or postmarked no later than **June 7th, 2004**.

NOTE: Applications sent using office-based postage meters will not be accepted if received in our office after June 7th, 2004 regardless of the postmark date, as these postage meters are not acceptable proof of timely mailing. It is strongly recommended that applicants use the United States Postal Service or a traceable shipping service that guarantees a delivery date to ensure that applications arrive promptly.

Applications received via facsimile or e-mail **will not** be accepted at any time. Applications for the Victims of Crime Act Grant that do not meet the above submission requirements **will not** be considered for funding.

Application Forms

APPLICATION SUMMARY REPORT		
Agency Name		Program Title
Authorized Official Name and Address (include ZIP Code):		Project Director Name and Address (include ZIP Code):
Phone Number (include Area Code): Fax Number (include Area Code):		Phone Number (include Area Code): Fax Number (include Area Code):
Total Amount of VOCA Funds Requested \$		
Prorate the VOCA Funds Requested (give dollar amount and percentage) by types of victims to be served: (Please give your best estimates.)		
\$ % Domestic Violence \$ % Child Abuse \$ % Sexual Assault		
\$ % Underserved and Other (Identify the dollar amount and percentage for each type of victim of crime to be served)		
\$ %		
\$ %		
Indicate the anticipated number of victims to be served by this VOCA funded project: Total Victims of Crime Hotline Calls (Not hotline calls)		
If a domestic violence shelter, indicate the anticipated number of women and children to be served in shelter or outreach services, the number of anticipated hotline calls and the anticipated number of bednights. Women Children Hotline Calls Bednights		
Geographic Area(s) to be served by this VOCA project:		
The requested VOCA funds will be used to: Fund a New Project Expand/Enhance an Existing Project Continue a Previously Funded VOCA Project		
Give a brief summary of the services to be offered by this VOCA project. (Please type the description on this form.)		

**SECTION 1 – INSTRUCTIONS**

This application must be typewritten. Please refer to the enclosed instructions to complete this form.

SECTION 2 – GRANT PROGRAMS

- | | | |
|--|---|---|
| <input type="checkbox"/> VOCA – Victims of Crime Act | <input type="checkbox"/> SSVF - State Services to Victims Fund | <input type="checkbox"/> STOP - Stop Violence Against Women Grant Program |
| <input type="checkbox"/> Byrne – Byrne Formula Grant (NCAP) | <input type="checkbox"/> MCLUP – Mo. Crime Lab Upgrade Program | <input type="checkbox"/> RSAT – Residential Substance Abuse & Treatment Program |
| <input type="checkbox"/> CLAP – Crime Lab Assistance Program | <input type="checkbox"/> LLEBG - Local Law Enforcement Block Grant | <input type="checkbox"/> LGSD – Local Government School District Program |
| <input type="checkbox"/> Title V – Delinquency & Youth Violence Prevention | <input type="checkbox"/> Title II – Juvenile Justice Formula Grants | <input type="checkbox"/> JAIBG – Juvenile Accountability Incentive Block Grant |
| <input type="checkbox"/> Challenge – Statewide Policies and Programs | | |

SECTION 3 – APPLICANT AGENCY

AGENCY	FAX	
	PHONE	
ADDRESS		
CITY	STATE	ZIP

SECTION 8 – PROJECT TITLE

--

SECTION 9 – TYPE OF APPLICATION

- ☐ New ☐ Revised ☐ Renewal ☐ Continuation

SECTION 10 – CURRENT CONTRACT NUMBER(S)

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SECTION 4 – APPLICANT AUTHORIZED OFFICIAL

NAME	FAX
	PHONE

TITLE

AGENCY

ADDRESS

CITY	STATE	ZIP
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SECTION 11 – APPLICANT'S FEDERAL TAX I.D. #

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SECTION 12 – PROGRAM CATEGORY

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SECTION 13 – CONTRACT PERIOD

BEGINNING DATE	ENDING DATE
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SECTION 5 – PROJECT DIRECTOR

NAME	FAX
	PHONE

TITLE	E-Mail Address:
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AGENCY

ADDRESS

CITY	STATE	ZIP
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SECTION 14 – TYPE OF PROJECT

- Statewide Regional Local

SECTION 15 – PROGRAM INCOME

- Will Program Income be generated? Yes No

SECTION 16 – BUDGET**Total Cost**

PERSONNEL	
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VOLUNTEER MATCH	
-----------------	--

TRAVEL	
--------	--

EQUIPMENT	
-----------	--

SUPPLIES/OPERATIONS	
---------------------	--

CONTRACTUAL	
-------------	--

RENOVATION/CONSTRUCTION	
-------------------------	--

TOTAL PROJECT COSTS	
---------------------	--

SECTION 6 – APPLICANT FISCAL OFFICER

NAME	FAX
	PHONE

TITLE

AGENCY

ADDRESS

CITY	STATE	ZIP
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FEDERAL/STATE SHARE	%	
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LOCAL MATCH SHARE	%	
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SECTION 17 – AUTHORIZED OFFICIAL'S SIGNATURE

AGENCY

ADDRESS

CITY	STATE	ZIP
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Signature	Date
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Instructions for Application for Funding

Section 1 – Instructions

This application must be typewritten.

Section 2 – Grant Programs

Select the appropriate grant program for which you are making application.

Section 3 – Applicant Agency

Enter the legal name and address of the organization that has the authority to legally bind the agency in a contract.

For an agency within a city government system (i.e. Police Department), the **city** is the applicant organization. For an agency within a county government system (i.e. Sheriff's Department, Prosecuting Attorney's Office), the **county** is the applicant organization. For an agency within a judicial circuit (i.e. Circuit Court, Juvenile Office), the **county** that provides fiscal management is the applicant organization.

Byrne and LLEBG– Only state and local units of government are eligible to apply for this funding.

LGSD – Only local units of government which have entered into a local government/school district partnership as defined in Section 589.300 to 589.310, Supp. 1995 are eligible to apply for this funding.

Title V - Only local units of government are eligible to apply for this funding.

Section 4 – Applicant Authorized Official - This person cannot be the same person named as the Project Director.

Enter the name and address of the individual who has the authority to legally bind the applicant agency, as listed in Section 3, in a contract.

City Government – If the applicant agency is a city, the mayor/city administrator shall be the Authorized Official.

County Government – If the applicant agency is a county, the county commissioner/administrator shall be the Authorized Official.

Private/Nonprofit – If the applicant agency is a private, nonprofit organization, the Authorized Official must be the individual who has the legal authority to bind the organization in a contract. Any potential funds awarded as a result of this application cannot be used for the salary of the Authorized Official. Generally, the executive director of the organization or the board chairperson for the organization may act as the Authorized Official.

Section 5 – Project Director

Enter the name and address of the person who will have direct oversight of the proposed project.

If the project agency is a local law enforcement agency, the Project Director shall be the chief or sheriff of that agency. Exceptions to this requirement are the St. Louis Metropolitan Police Department and the Kansas City Police Department.

Section 6 – Applicant Fiscal Officer

Enter the name and address of the individual who has responsibility for project accounting, reporting, and closeout.

Section 7 – Non-Profit Board Chairperson

Enter the name and address of the individual serving as the organization's board chairperson. Please provide an address other than the agency address if possible.

**This section is not applicable to agencies that are not considered a 501 (c) (3) non-profit organization.*

Section 8 – Project Title

Enter a carefully chosen, brief descriptive title.

Section 9 – Type of Application

Indicate the type of application based on the following:

NEW - If this application is being submitted as part of a competitive bid process, the type of application is considered **"New"**.

REVISED - If the agency has specifically been asked by the Department of Public Safety to revise a portion of a New or Renewal application, the type of application is considered **"Revised"**.

RENEWAL - If the agency has specifically been notified of the opportunity to renew an existing contract, the type of application is considered **"Renewal"**.

CONTINUATION – If this application is being submitted as part of a competitive bid process to continue a program currently funded by the Department of Public Safety, the type of application is considered **"Continuation"**.

Section 10 – Current Contract Number(s)

Indicate the DPS Contract Number if the applicant agency currently has a contract through the identified grant program.

Section 11 – Applicant's Federal Tax I.D. Number

Enter the applicant organization's Federal Tax Identification Number. This number must be included in order to document receipt of this application.

Section 12 – Program Category

Enter the appropriate categorical description for this proposed project. Refer to the Program Description section of the application for a listing of the appropriate categories.

This section is not required for VOCA, SSVF, STOP, Title V or Challenge grants.

Section 13 – Contract Period

Enter the appropriate contract period for this proposed project. Please see the following listing.

VOCA – October 1 through September 30

SSVF – July 1 through June 30

STOP – January 1 through December 31

Title V – October 1 through September 30

Title II – October 1 through September 30

JAIBG – October 1 through September 30

Challenge – See Program Description

Byrne – July 1 through June 30

MCLUP – July 1 through June 30

RSAT – July 1 through June 30

CLAP – July 1 through June 30

LLEBG – May 1 through October 31

LGSD – July 1 through June 30

Section 14 – Type of Project

Check the appropriate box.

Section 15 – Program Income

If program income will be generated by this proposed project, please indicate in this section. Refer to the program application for information on program income.

Section 16 – Budget

Refer to the program application for the appropriate funding categories for the proposed project. Enter the total cost amounts from each individual budget page in the appropriately identified space. Enter the total Project Cost based on the totals taken from the individual budget pages. Enter the federal/state share and the local match shares. Make sure that the total federal/state share from the individual budget pages agrees with the amount entered on this sheet. Also make sure that the total local match share calculated from the individual budget pages agrees with the amount entered in this section. Refer to the program application for the description of the local match share if required.

Section 17 – Authorized Official's Signature

This application must bear the ORIGINAL SIGNATURE of the Authorized Official as identified in Section 4.

PERSONNEL		PROJECT TITLE:			
		APPLICANT AGENCY:			
INSTRUCTIONS					
1. Include all personnel to be employed on the proposed project. 2. Under Title or Position , list each proposed position. 3. Under Name of the Individual , list the name of the person who will fill each proposed position (if known). 4. Show Gross Monthly Salary for each individual and show the Percent Of Time to be devoted to this grant-funded project. 5. The Total Costs should be calculated as follows: $(\text{Salary/Month}) \times (\% \text{ of Time on Grant}) \times (\text{Months to be employed})$.			6. Under the Fringe Benefits section, identify the particular benefits such as social security, workers' compensation, medical insurance, etc. If dental and vision insurance are not included in the health insurance premium they should be listed separately. All fringe benefits provided must be itemized. 7. Under the column entitled Basis for Cost Estimate , enter the formula for computing the cost for each fringe benefit. 8. Enter the total in the Total Cost column.		
TITLE OR POSITION	NAME OF INDIVIDUAL	SALARY PER MONTH	% OF TIME ON GRANT	MONTHS TO BE EMPLOYED	TOTAL COST
SUBTOTAL					\$
FRINGE BENEFITS	BASIS FOR COST ESTIMATE				
F.I.C.A. & Medicare (.0765) PENSION/RETIREMENT LIFE INSURANCE MEDICAL INSURANCE UNEMPLOYMENT COMPENSATION WORKERS' COMPENSATION LIAB. OTHER (PLEASE IDENTIFY)					
SUBTOTAL					\$
State/Federal Share	\$	TOTAL PERSONNEL COST			
Local Match Share	\$				

PERSONNEL INFORMATION

Grant Project Staff Only

Staff Member	Brief List of Experience and Current Job Responsibilities
1. _____ (Name) _____ (Title)	
2. _____ (Name) _____ (Title)	
3. _____ (Name) _____ (Title)	
4. _____ (Name) _____ (Title)	
5. _____ (Name) _____ (Title)	
6. _____ (Name) _____ (Title)	

VOLUNTEER MATCH		PROJECT TITLE:		
		APPLICANT AGENCY:		
INSTRUCTIONS				
1. Indicate all volunteer hours to be included in the Total Project Cost for Local Match purposes . Volunteer hours may be calculated at the rate of \$9.50. 2. Under Description (type) of Service to be Provided , break volunteer hours down by types of services to be provided by the volunteers. <i>Keep in mind that volunteer hours utilized for match are under the same requirements as paid staff utilized by the grant.</i> 3. Under Number of Volunteers , indicate the number of volunteers who will be providing each type of service indicated.		4. Under the column, Total Number of Hours , indicate the total number of hours to be contributed by volunteers on an annual basis for each type of service that will be used for Local Match purposes. 5. Under the Total Local Match column, enter the result of the following calculation: (Total Number of Hours) x (\$9.50 per hour). 6. Volunteer time may only be utilized toward the Local Match Share total.		
Description (type) of Service Provided (VOCA grant – must be direct services to victims)	Number of Volunteers	Total Number of Hours	X \$9.50 per hour	Total Local Match
			X \$9.50	
			X \$9.50	
			X \$9.50	
			X \$9.50	
			X \$9.50	
			X \$9.50	
			X \$9.50	
			X \$9.50	
			X \$9.50	
			X \$9.50	
			X \$9.50	
			X \$9.50	
			X \$9.50	
			X \$9.50	
			X \$9.50	
			X \$9.50	
			X \$9.50	
			X \$9.50	
TOTAL VOLUNTEER HOURS		TOTAL LOCAL MATCH		\$

TRAVEL		PROJECT TITLE:	
		APPLICANT AGENCY:	
INSTRUCTIONS			
1. Itemize travel expenses by event. 2. Under the Item , list the type of travel (local, in-state, out-state), location and reason for travel. 3. Under the Basis for Cost Estimate , supply information regarding total distance to be traveled, the rate per mile, total days of travel, daily subsistence allowance, and number of people traveling. 4. Justify in the narrative (under Budget Justification) why the travel is necessary for project execution and who will be traveling. 5. In training projects, where travel and subsistence of trainees is included, list the item separately and show the number of trainees and the allowance per trainee.		6. Tuition and registration fees for eligible training <u>must be listed under the Supplies/Operations</u> category. 7. Enter the costs in the Total Cost column. 8. The amount of mileage allowance shall not exceed 34.5¢ per mile and shall not exceed actual transportation fare where public common-carrier transportation is used (exclusive of first class accommodations.) Travel must be by the most direct practical route. Actual transportation expenses and the amount of meal charges shall not exceed the actual costs and must be reasonable. Lodging expenses will be reasonable. Local rules and regulations will apply if they are more restrictive than those mentioned above. Travel expenses will not be reimbursed until the travel has occurred.	
ITEM	BASIS FOR COST ESTIMATE		TOTAL COST
State/Federal Share	\$	TOTAL TRAVEL COST	\$
Local Match Share	\$		

SUPPLIES/OPERATIONS		PROJECT TITLE:	
		APPLICANT AGENCY:	
INSTRUCTIONS			
1. Under the Item column, list by type of supply or operational expense (i.e., office supplies, training materials, telephone, postage, etc.). Be as specific as possible. 2. Under the Basis for Cost Estimate column, list the cost per unit and the number of units requested.		3. Under Total Cost column, record the cost to be calculated as follows: (number of units) x (unit cost). 4. Tuition and registration fees for eligible training must be listed on this page. These expenses will not be reimbursed until the training has occurred. 5. Please refer to the Certified Assurances pertaining to supplies and operating expenses for further information.	
ITEM	BASIS FOR COST ESTIMATE		TOTAL COST
State/Federal Share	\$	TOTAL SUPPLIES/ OPERATIONS COST	\$
Local Match Share	\$		

CONTRACTUAL		PROJECT TITLE:	
		APPLICANT	
INSTRUCTIONS			
1. Under the Nature of Service column, describe the types of consultant services or contracts desired. 2. Under the Basis for Cost Estimate , enter the total amount of time to be used and the rate of compensation per unit of time. <i>In the narrative under budget justification, include statements justifying the rate of compensation per unit of time and the necessity for including the costs in the project budget.</i>		3. In the Total Cost column, record the costs to be calculated as follows: (amount of time) x (rate of compensation). 4. A copy of any contractual agreement made as a result of an award through this grant program must be forwarded to the Department of Public Safety. Any service that does not have a contractual agreement cannot be listed on this page. 5. Any contractual agreement entered into as a result of an award of contract by DPS must be for a time period within the contract period designated by DPS.	
NATURE OF SERVICE	BASIS FOR COST ESTIMATE		TOTAL COST
State/Federal Share	\$	TOTAL CONTRACTUAL COST	
Local Match Share	\$		

VOCA CERTIFIED ASSURANCES

AGENCY NAME:

PROJECT TITLE:

In addition to the general terms contained in the *Application Packet*, the applicant is also conditioned upon and subject to compliance with the following assurances:

1. The applicant assures that it will comply, and all its subcontractors will comply, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; the Victims of Crime Act; the Missouri Department of Public Safety Financial and Administrative Guidelines for Contracts; the provisions of the current Office of Justice Programs Financial and Administrative Guide for Grants; and all other applicable federal laws, orders, circulars or regulations.
2. The applicant agrees to maintain the records necessary to evaluate the effectiveness of the project.
3. Subgrant Award Reports for VOCA are due with the award documents and no later than 30 days from the beginning of the contract period.
4. VOCA contractors must submit a report, on the form provided by the Department of Public Safety; six months after the beginning date of the contract that outlines the status of the project from both a financial and a programmatic standpoint.
5. The applicant agrees to submit, within 15 days of the project period ending date, a performance report which will include a summary description of the project; the data collected on the performance indicators included in the program description of the application package; the results of the evaluation process; and a brief assessment of impact.
6. The applicant agrees to comply with the provisions outlined in the Program Description for the Victims of Crime Act.
7. **Travel:** Expenditures for travel must be supported and documented by signed travel vouchers. Hotel/motel and meal receipts must be on file. Maximum amounts have been established for mileage, meals and other expenses. **Check with the Department of Public Safety for current rates.** Reimbursement of travel expenses will not occur until after the travel has taken place. Prior approval must be obtained from the MODPS prior to attending any training / travel that is not specifically outlined in the approved budget.
8. **Equipment:** Expenditures for equipment must be in accordance with the approved budget. All items of equipment must be assigned an inventory number and be readily identifiable as being purchased with Missouri Department of Public Safety funds.
9. **Supplies\Operating Expenses:** Expenditures for supplies and operating expenses shall be in accordance with the approved budget. Documentation in the form of paid bills and vouchers must support every expenditure requested for reimbursement. Care shall be given to assure that all items purchased directly relate to the specific project objectives for which the contract was approved. The titles of films, brochures, and other "miscellaneous items", not specifically outlined in the approved budget, must be submitted to the Missouri Department of Public Safety, Office of the Director, for approval **prior** to purchasing same. Reimbursement of conference registration fees will not be provided until the conference has taken place.
10. **Personnel:** The applicant assures that any personnel costs shall be supported by time and attendance records and that proper records shall be maintained to adequately substantiate time spent to carry out the specific objectives for which the contract was approved.

If less than 100% of an employee's salary is supported by the contract – either through federal funding or local match funding – that employee must keep a timesheet of all activities to document the percentage of time spent on the project. Only actual time spent on the project may be claimed. The timesheets must include the date, the beginning time, a brief description of, and the ending time for each task performed by the employee. If less than 100% of an employee's salary is supported by the contract – either through the federal funding or the local match funding – but the employee is spending 100% of her/his time on the project as supported by the employee's job description, this requirement may be waived at the discretion of the Department of Public Safety.
11. **Local Share:** The approved match must be expended within the period for which federal funds are available for expenditure under the approved contract. Records must be maintained to show the amount and timing of the match. These records are subject to audit in the same manner and to the same extent as books and records dealing with federal funds.

Failure to provide the approved match may result in your agency being required to refund the federal share to the Missouri Department of Public Safety.

12. **Interest:** The applicant assures that federal funds will not be used to pay interest or any other financial costs.

13. **Budget Revisions:**

Formal Budget Revisions: Prior approval must be received from the Missouri Department of Public Safety, Office of the Director, for certain types of changes to the budget or project scope. These types of changes are listed below:

- a. The addition or deletion of a specific budget line item
- b. Monetary changes in the Personnel Budget Category
- c. A change in the approved budget categories in excess of 10 percent of the total award amount. (This does not apply to the Personnel Budget Category)
- d. A change in the scope of the project
- e. A change in or temporary absences of the project director or authorized official
- f. A change in the project site
- g. A change in the name of the agency

Prior approval must be received from the Missouri Department of Public Safety for any **programmatic** changes in the contract.

Timing of Formal Budget Revisions: If a budget or programmatic revision is required, the request for a change must be submitted at least 30 days prior to the proposed change taking effect and at least 60 days prior to the end of the contract. Budget revisions must be requested on the required form. Budget revisions will not be retroactive unless there are extenuating circumstances presented.

Informal Budget Revisions:

Prior approval does not need to be sought from the DPS when transferring less than 10% (cumulative during the contract period) of the total grant award from one budget category to another budget category (except for the Personnel Budget – Prior approval for any monetary changes in this category is necessary).

14. **Contractual Services:** The applicant assures that the following general requirements will be followed when subcontracting for work or services contained in this proposal:

- a. All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation, and length of time over which the services will be provided which shall not exceed the length of the grant period.
- b. A copy of all written contracts for contractual or consultant services must be forwarded to the Missouri Department of Public Safety, Office of the Director, upon their ratification.
- c. Payments must be supported by statements providing the services rendered and supporting the period covered.
- d. Any contract or agreement for service of \$3,000 or more which is not entered into as a result of

competitive bidding procedures (or if only one bid is received) must receive prior approval from the Missouri Department of Public Safety, Office of the Director.

- e. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the market place. The maximum rate for consultants is \$450 (excluding travel and subsistence costs for an eight-hour day. An eight-hour day may include preparation, evaluation, and travel time in addition to time required for actual performance. A request for over \$450 per day requires prior approval and additional justification.

15. **Sole Source Procurement:** When only one bid is received or only one vendor is contacted, the purchase is deemed to be sole source procurement. Sole source procurement on purchases with an individual cost from \$3,000 to \$100,000 requires **prior** approval by the Department of Public Safety.

In addition, sole source procurement for amounts in excess of \$100,000 requires **prior** U.S. Department of Justice approval.

16. The applicant shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety, Office of the Director.
17. The applicant certifies that all expendable and non-expendable property purchased with funds awarded under this contract shall only be used to provide direct services to victims of crime.
18. The applicant assures that federal block grant funds made available will not be used to supplant state and local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for the activities of this project (Supplanting does not apply to non-profit organizations).
19. The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Missouri Department of Public Safety, Office of the Director, shall prescribe will be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this contract.
20. **Audit:** The applicant agrees to provide an annual audit of their organization, if required, in accordance with the provisions of Office of Management and Budget Circulars applicable to their organization.
21. The applicant assures that it shall maintain such data and information and submit such reports, in such form, at such times, and containing such information as the Missouri Department of Public Safety, Office of the Director, may require. This includes any additional information that may be necessary in follow-up to monitoring and/or audit issues, and in response to requests from the Department of Justice.

22. The applicant assures that, if required to formulate an Equal Employment Opportunity Program (EEOP) in accordance with 28 CFR 42.301 et.seq., it will submit a certification to the Missouri Department of Public Safety that it has a current EEOP on file which meets the requirements therein.
23. The applicant assures that, in connection with the furnishing of services under this contract, it will comply and any subcontractors will comply with all applicable requirements and provisions of the Americans with Disabilities ACT (ADA).
24. The applicant assures that it will comply, and all its subcontractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789 (d), or the Victims of Crime Act (as applicable); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disability Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination 28 CFR Part 35 and Part 39.
25. The applicant assures that, in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office of Civil Rights Compliance (OCRC) of the Office of Justice Programs, U.S. Department of Justice.
26. If the applicant is a law enforcement agency, the applicant assures that the agency is in compliance with sections 590.100 to 590.180, RSMo. Section 590.180, subsection 2 states that "any law enforcement agency which employs a peace officer who is not certified as required by sections 590.100 to 590.180 shall not be eligible to receive state or federal funds which would otherwise be paid to it for purposes of training and certifying peace officers or for other law enforcement, safety or criminal justice purposes."
27. If the applicant is a law enforcement agency, the applicant assures that the agency is in compliance with the provisions of Section 43.505, RSMo relating to uniform crime reporting, and Section 590.650, RSMo relating to racial profiling.
28. The applicant assures that it will provide the eligible direct victim services, as may be required, set forth in Missouri's Constitutional Amendment for **Victims' Rights and Section 595.209, RSMo**. (These eligible direct victim services do not include general witness assistance).
29. The Missouri Department of Public Safety, Office of the Director reserves the right to terminate any contract entered into as a result of this application at its sole discretion and without penalty or recourse by giving written notice to the contractor. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the contractor under the contract shall, at the option of the Missouri Department of Public Safety, become property of the State of Missouri. The contractor shall be entitled to receive just and equitable compensation for that work completed prior to the effective date of termination.
30. An award of contract, entered into as a result of this application, shall not bind or purport to bind the Department of Public Safety for any contractual commitment in excess of the original contract period contained in such an award of contract. However, the Department of Public Safety shall have the right, at its sole discretion, to renew any such award of contract on a year-to-year basis. Should the Department of Public Safety exercise its right to renew the contract, the renewal shall be subject to the terms set forth by the Department of Public Safety in the documents developed for such renewal. Failure to comply with such terms set forth by the Department of Public Safety will result in the forfeiture of such a renewal option.
31. It is understood and agreed upon that, in the event funds from state and/or federal sources are not appropriated and continued at an aggregate level sufficient to cover the contract costs, or in the event of a change in federal or state laws relevant to these costs, the obligations of each party hereunder shall thereupon be terminated immediately upon receipt of written notice.

Failure to comply with any of the foregoing certified assurances could result in funds being withheld until such time as the contractor takes appropriate action to rectify the incident(s) of non-compliance.

The applicant hereby certifies, by signature, acceptance of the terms and conditions specified or incorporated by reference herein, including those stated in the contract application.

Authorized Official

DATE

Project Director

DATE

AUDIT REQUIREMENTS

As a recipient of funds through the Missouri Department of Public Safety, you **ARE** required to submit a copy of your agency's audit for the period covered by this contract.

- ⇒ An audit is required for the agency fiscal year, when **State** financial assistance, (which consists of funds received directly from the State of Missouri, but does not include federal pass-through funds), of **\$100,000** or more is expended by the applicant agency.
- ⇒ An audit is required for the agency fiscal year, when **Federal** financial assistance, (which consists of funds received from the Federal Government or federal funds passed through state agencies), of **\$500,000** or more is expended by the applicant agency.
- ⇒ No audit of any type is required when **STATE** financial assistance of less than \$100,000 or **FEDERAL** financial assistance of less than \$500,000 is expended. However, the recipient must maintain detailed records on grant activity required for such grants.



1. Date of last audit: _____ 2. Date(s) covered by last audit: _____

3. Last audit performed by: _____

Phone number of auditor: _____

4. Date of next audit: _____ 5. Date(s) to be covered by next audit: _____

6. Next audit will be performed by: _____

Phone number of auditor: _____

7. Total amount of funds received from **ALL** entities **INCLUDING** the Department of Public Safety

Federal Amount: \$ _____

State Amount: \$ _____

NOTE: State Auditor of Missouri audits all state agencies, third class counties, and all judicial circuits. First, second, and fourth-class counties and other local political subdivisions and not-for-profit agencies must make arrangements with a private CPA firm to perform an audit.

Signed: _____
(Authorized Official)

Date: _____

Agency: _____

Phone: _____

REPORT OF EXPENDITURES AND CHECK PAYEE INFORMATION

The following information is necessary if your agency receives a contract from the Missouri Department of Public Safety

Name and address of the individual who will be responsible for completing the Monthly Report of Expenditures and Request for Reimbursement. *(The Monthly Report of Expenditures and Request for Reimbursement will be mailed to this individual each month.)*

NAME: _____

AGENCY: _____

ADDRESS: _____

(Include city, state, and zip)

TELEPHONE: _(_____)_____ FAX NUMBER: _____

E-MAIL ADDRESS: _____

Check Payee Information - List the name and address of the check payee. Do not include an individual's name, *only the name and address of the agency to which the check must be made payable.*

AGENCY: _____

ADDRESS: _____

(Include city, state, and zip)

Name and address of the individual to whom the check needs to be mailed. *(The check will be mailed directly to this individual each month.)*

NAME: _____

AGENCY: _____

ADDRESS: _____

(Include city, state, and zip)

TELEPHONE: _(_____)_____ FAX NUMBER: _____

E-MAIL ADDRESS: _____

OTHER FUNDING SOURCES

List the agency's other funding sources for this project. Include any other sources of federal, state, local, or private funding. *(Make copies of this form if necessary.)*

Source of Funding	Amount	Description of the Funding	Funding Period	Expenditures Covered by Funding
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions
(Sub-Recipient)**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

Name of Organization

Address of Organization

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposes," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of reports in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

CERTIFICATION OF IRS 501(c)(3) STATUS

AGENCY NAME

PROJECT TITLE

CONTRACT NO.

This form is to be completed by nonprofit organizations only.

Section 1404 (b)(1)(A) of the Victims of Crime Act requires that programs receiving VOCA victim assistance grant funds be operated by a public agency or nonprofit organization, or a combination of such agencies or organizations, or of both such agencies and organizations.

Nonprofit organizations are required to have IRS 501 (c)(3) status or evidence that application for 501 (c)(3) status has been made.

Signature hereto certifies that your agency currently has an IRS 501 (c)(3) status or has made application for IRS 501 (c)(3) status.

Authorized Official

Date

Project Director

Date

Financial and Administrative Guidelines for Contracts

Award And Acceptance Of Contract

A. Award of Contract

After completion of the review process, contract applications designated for approval are formally awarded by the Missouri Department of Public Safety in the form of the ***Award of Contract Document***. This award identifies the Missouri Department of Public Safety (Administrative Agency), the Contractor, the Contract Period, amount of federal funds, and the Contract Number. As appropriate, Special Conditions are included which the Contractor must meet if the award is accepted. All correspondence concerning the award shall refer to the designated Contract Number shown on the ***Award of Contract*** document.

B. Acceptance of Award

The ***Award of Contract*** constitutes a contractual agreement between the Missouri Department of Public Safety and the Contractor for use of federal funds in the implementation of the project covered by the award as outlined in the Application for Contract and Narrative Work Program. This contractual agreement may be terminated without further cause if the Contractor fails to affirm its

acceptance of the award by signing and returning the ***Award of Contract*** to the Missouri Department of Public Safety **WITHIN 45 DAYS** from the date of award. No federal funds shall be disbursed to the Contractor until the Missouri Department of Public Safety has received the signed acceptance.

C. Cancellation Conditions

If a project is not operational within 60 DAYS of the contract starting date, the Contractor must report by letter to the Missouri Department of Public Safety the steps taken to initiate the project, the reasons for delay, and the expected starting date. If a project is not operational with 90 DAYS of the contract starting date, the Contractor must submit a second statement to the Missouri Department of Public Safety explaining the implementation delay. Upon receipt of the 90-day letter, the Missouri Department of Public Safety may decide to continue the contract or cancel the project.

Payment And Reporting Of Funds

A. Report of Expenditures and Request for Reimbursement

Contractors will be required to verify, on a monthly basis, actual cash expenditures and request reimbursement for those expenditures. The ***Monthly Report of Expenditures and Request for Reimbursement*** is mailed to the Contractor on a monthly basis with the due date being the tenth (10th) day of each month. The ***Monthly Report of Expenditures and Request for Reimbursement*** is used by the Missouri Department of Public Safety to process checks sent out to the Contractor for reimbursement of expenditures.

B. Obligated Funds

Funds are considered obligated by a Contractor when a legal liability to pay determinable sums for services or goods is incurred that will require payment during the same or future period. When a purchase order is issued, funds are considered

obligated. All funds must be obligated by the contract period ending date. Any funds not properly obligated within the contract period will lapse and revert to the Missouri Department of Public Safety. Travel Expenses will only be allowed for approved events, training, and other activities held during the time period of the contract and will not be reimbursed until the training has been attended. Funds cannot be obligated for an activity that will take place outside of the contract period.

C. Expended Funds

Funds are considered to be expended when payment is made. Funds that have been properly obligated by the end of the contract period will have 90 days in which to be expended. Any funds not expended at the end of that 90-day period will lapse and revert to the Missouri Department of Public Safety.

Reporting Requirements For Revisions

A. Budget Revisions

Formal Budget Revisions: Prior approval must be received from the Missouri Department of Public Safety, Office of the Director, for certain types of changes to the budget or project scope. These types of changes are listed below:

- a. The addition or deletion of a specific budget line item
- b. Monetary additions to the Personnel Budget Category
- c. A change in the approved budget categories in excess of 10 percent of the total award amount.
- d. A change in the scope of the project
- e. A change in or temporary absences of the project director or authorized official
- f. A change in the project site
- g. A change in the name of the agency

Timing of Formal Budget Revisions: If a budget or programmatic revision is required, the request for a change must be submitted at least 30 days prior to the proposed change taking effect and at least 60 days prior to the end of the contract. Budget revisions must be requested on the required form. Budget revisions will not be retroactive unless there are extenuating circumstances presented.

Informal Budget Revisions:

Prior approval does not need to be sought from the DPS when transferring less than 10% (cumulative during the contract period) of the total grant award from one budget category to another budget category (except for the Personnel Budget – Prior approval for any monetary additions to this category is required).

B. Program Revisions

Prior approval must be received from the Missouri Department of Public Safety for any **programmatic** changes in the contract.

Contractors must make a written request for approval from the Missouri Department of Public Safety for major program changes at least 30 days prior to the proposed change. These include changes such as:

- a. A change in project activities as set forth in the approved Narrative Work Program.
- b. A change in or the temporary absence of the project director and/or authorized official.
- c. A change in a project staff position.
- d. A change in project site.
- e. The addition of an item to the project budget.

Procurement Policy

A. Allowability of Costs

The Missouri Department of Public Safety has included allowable and unallowable costs in the **Program Description**. The U.S. Department of Justice Financial Guide and **Office of Management and Budget (OMB) Circular A-87**, “Cost Principles for State and Local Governments” and **OMB Circular A-122**, “Cost Principles for Nonprofit Organizations” provide the principles utilized in the establishment of the allowable and unallowable costs. OMB Circulars are guides for all federal grants. For requirements specific to **VOCA**, please refer to the **Program Description** contained in the Application Packet.

B. Procurement of Costs

It should be determined that the item to be purchased is an approved budget item (approved by the Missouri Department of Public Safety and shown in the application), that any necessary prior approval has been obtained, that no other item owned by the Contractor is available for the purpose, and that sufficient funds are in the budget.

All Contractors must adhere to the procurement standards contained in the OMB Circulars applicable to their organization as listed below:

- 1) **State and Local Governments – Common Rule** – Uniform Administrative Requirements

for Grants and Cooperative Agreements to State and Local Governments, 28 CFR Part 66.

- 2) **Nonprofit Organizations – OMB Circular A-110**, Uniform Administration Requirements and Agreements with Institutions of Higher Education, Hospitals, and other Nonprofit Organizations.

All contractors are encouraged to use their own procurement regulations provided that the procurement regulations conform to applicable federal law and the standards identified in the Procurement Standards Sections of the Grant Common Rule or OMB Circular A-110. At a minimum, the contractor must meet the following procurement standards:

- 1) All procurement transactions whether negotiated or competitively bid and without regard to dollar value shall be conducted in a manner so as to provide maximum open and free competition.
- 2) All quotations and the rationale behind the selection of a source of supply must be retained, attached to the purchase order copy, and placed in the accounting files.
- 3) Where only one bid or positive proposal is received, it is deemed to be sole source procurement. Sole source procurement on amounts from \$3000 to \$100,000 requires prior approval from the Missouri Department of Public Safety. Sole source procurement of items costing \$100,000 or more requires prior U.S. Department of Justice approval.
- 4) Items costing less than \$3,000 may be purchased with prudence on the open market.

- 5) All purchases estimated to cost between \$3000 but less than \$24, 999, must be competitively bid, but need not be solicited by mail or advertisement.
- 6) All purchases with an estimated expenditure of \$25,000 or over shall be advertised for bids in at least two daily newspapers of general circulation in such places as are most likely to reach prospective bidders at least five days before bids for such purchases are to be opened.

C. Contract Requirements

When a Contractor subcontracts for work or services, the following is required:

- 1) All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation and length of time over which the services will be provided which shall not exceed the length of the contract period.
- 2) Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. Consultant rates cannot exceed \$450/day.
- 3) A copy of all written contracts for contractual or consultant services must be forwarded to the Missouri Department of Public Safety upon their ratification.
- 4) Payments must be supported by statements outlining the services rendered and supporting the period covered.
- 5) Any contract or agreement for service of \$3000 or more which is not entered into as a result of competitive bidding procedures (or if only one bid is received) must receive prior approval from the Missouri Department of Public Safety.

Property

A. Definitions

The following definitions apply for the purpose of these policies and procedures:

- 1) **Real Property** means land, land improvements, and appurtenances thereto, excluding movable machinery and equipment.
- 2) **Personal Property** means property of any kind except real property. It may be tangible (having physical existence) or intangible (having no

physical existence, such as patents, inventions, and copyrights).

- 3) **Equipment** is tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$250 or more per unit.
- 4) **Nonexpendable Personal Property** means tangible personal property having a useful life of more than one year and an acquisition cost of \$250 or more per unit.

B. Title

Initially, title to property acquired in whole or in part with federal funds in accordance with an approved project budget shall be vested in the Contractor, as long as said property is used for the purposes of the victim assistance project. When the property is no longer used for project purposes, the Contractor shall notify the Missouri Department of Public Safety for final disposition instructions.

C. Record Requirement

The Contractor will be required to maintain property management records. At a minimum, property management records maintained by the Contractor must meet the following requirements:

- 1) Records shall contain copies of the purchase order and invoice.
- 2) The records shall include an inventory control listing for nonexpendable property. The inventory control list must be reasonably current. The system may be manual or automated, centralized or decentralized. The record must contain:
 - a. Item description;
 - b. Source of property;
 - c. Manufacturer's serial number and, if applicable, a control number;
 - d. Federally funded cost equity at time of acquisition;
 - e. Acquisition date and cost;
 - f. Location, use, and condition of property;
 - g. Ultimate disposition data including sale price or the method used to determine current fair market value.
 - h. A control system shall be in effect to ensure adequate safeguards to prevent loss, damage, or theft to the property. Any loss, damage, or theft of nonexpendable property shall be investigated, fully documented, and made part of the contract file.
 - i. Adequate maintenance procedures shall be established to keep the property in good condition.

D. Inventory Record Retention

Records for nonexpendable property acquired with federal funds shall be retained for three years **after final disposition of property.**

E. Disposition of Personal Nonexpendable Property

Contractors shall dispose of the personal non-expendable property when original or replacement equipment acquired under the award or subaward is no longer needed for the original project or program or for other activities currently or previously supported by a federal agency. Disposition of the equipment will be made as follows:

- 1) Items with a current per unit fair market value of less than \$5,000 may be retained, sold, or otherwise disposed of with no further obligation to the Department of Public Safety.
- 2) Items with a current per unit fair market value in excess of \$5,000 may be retained or sold and the Department of Public Safety shall have a right to an amount calculated by multiplying the current market value or proceeds from the sale by the Department of Public Safety's share of the equipment. The seller is also eligible for sale costs.
- 3) In cases where a contractor fails to take appropriate disposition actions, the Department of Public Safety may direct the contractor to take other disposition actions.

F. Intangible Property

Copyrights – Where Department of Public Safety programs produce original books, manuals, films, or other copyrightable material, the Contractor may copyright such, but the administration reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, translate, or otherwise use, and to authorize others to publish and use such materials.

Patents – If any discovery or invention arises or is developed in the course of or as a result of work performed in a Contractor's project, the contractor shall refer the discovery or invention to the U.S. Department of Justice which will determine whether or not patent protection will be sought, how any rights therein, including patent rights, will be disposed of and administered, and the necessity of other action required to protect the public interest in work supported with federal funds, all in accordance with the "Government Patent Policy" (President's Memorandum for Heads of Executive Departments and Agencies, February 18, 1983).

Accounting System And Financial Records

A. Accounting Systems

All Contractors must establish and maintain accurate financial records and an adequate accounting system to account for funds awarded to them. These records shall include both federal funds and all matching funds. An acceptable and adequate accounting system is considered to:

- 1) Present and classify costs of the contract as required for budgetary and evaluation purposes;
- 2) Provide cost and property control to assure optimal use of federal funds;
- 3) Control funds and other resources to assure that the expenditure of funds and use of property are in compliance with any general or special conditions of the contract;
- 4) Meet the deadlines for submission of financial reporting information, as needed for control and evaluation of all contract costs.

B. Total Cost Budgeting and Accounting

Accounting for all contract funds shall be structured and executed on a “total program cost” basis. That is, total program costs, including federal funds and local matching funds, and any other sources included in the approved project budget, shall be the foundation for fiscal administration and accounting. Contract applications and financial reports require budget and cost estimates on the basis of total costs.

C. Contractor Responsibilities

All Contractors receiving federal funds through the Missouri Department of Public Safety are responsible for the management and fiscal control of all funds. Responsibilities include the accounting of receipts and expenditures, the maintaining of adequate financial records and the refunding of expenditures disallowed by audits.

The Contractor is responsible for all aspects of the contract including proper accounting and financial record keeping. These responsibilities include:

- 1) Reviewing Financial Operations;
- 2) Recording Financial Activities;
- 3) Budgeting and Budget Review;
- 4) Accounting for Non-State Contributions and Non-federal contributions;
- 5) Audit Requirements;
- 6) Reporting Irregularities.

D. Record Retention

Records of the Contractor, including books of original entry, source documents, supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, cancelled checks, and related documents and records are to be retained for a period of three years pursuant to the following:

- 1) The retention period starts from the date of submission of the final Report of Expenditures or from the submission of the audit for the contract period covered.
- 2) Personnel and payroll records shall include the time and attendance reports for all individuals reimbursed under a contract or subcontract, whether they are employed full-time or part-time.
- 3) Records must be retained beyond a three-year period if an audit is in progress and/or the findings of a completed audit have not been resolved. If an audit is completed and the findings are resolved prior to the three-year period, records will be retained until the end of the three-year period.
- 4) If state and local law requires a longer period of retention, access to the records will be allowed for purposes of audit.
- 5) The financial records must be kept in an orderly manner and be available for audit purposes to the Missouri Department of Public Safety.
- 6) Contractors are responsible for protecting their records against fire, theft, or other possible damages.

Monitoring

A. Monitoring Requirements

The Missouri Department of Public Safety, in accordance with State and Federal Guidelines, may monitor contracts awarded through this program. Monitoring will be conducted through on-site visits or through desk monitoring as deemed necessary by the program manager. Applicant agencies may be monitored annually.

In certain situations, a contract may be monitored – on-site or through desk monitoring – on a regular basis to assure compliance. These situations include, but are not limited to:

- A report to Department of Public Safety of the mishandling of grant funds;
- A report of the use of grant funds for ineligible activities;
- Discrepancies noted on the Monthly Report of expenditures and/or Detail Sheet;
- A change in the managing staff within a contracting agency;

Financial and/or programmatic issues of noncompliance found during a regularly scheduled monitoring visit or desk monitoring.

B. Monitoring Purpose

Monitoring of programs funded through the Missouri Department of Public Safety is designed to provide assistance to the Contractor both from a technical and programmatic standpoint, as well as,

to provide the Missouri Department of Public Safety with the necessary information to ensure the contractor's compliance with state and federal guidelines. This monitoring report will also be used as a tool for determining the progress of the project in achieving its outlined goals and objectives.

C. Monitoring Information Required

The following information and records will be required and reviewed at the time the monitoring report is conducted:

- 1) A brief summary of project activities to measure the performance of the project to date;
- 2) A list of project expenditures including both the local match and federal funds spent along with copies of invoices for equipment purchased receipts associated with meal expenses, travel/conference expenses and mileage logs;
- 3) Copies of bid records to verify compliance with local and/or state procurement policies;
- 4) An inventory listing including items with a unit cost of \$250 or more purchased under the contract;
- 5) Copies of time records for any personnel funded by the contract or used as local match under the contract (a suggested format is included in the APPENDIX);
- 6) A copy of any written operational procedures developed for the project; and
- 7) Other information pertinent to the federally funded project.

Audit Requirements

A. Audit Responsibilities

All Contractors are required to comply with the audit requirements contained in OMB Circular A-128, "Audits of State and Local Government" or OMB Circular A-133, "Grants and Agreements with Institutions of Higher Education and Other Nonprofit Organizations". The required audits are to be on an organization wide basis as opposed to a grant-by-grant basis. All Contractors are further required to include in the audit report a schedule of federal assistance showing the total expenditures of each grant program.

The schedule should include:

- 1) Name of federal agency;
- 2) Award amount;
- 3) Contract period;
- 4) Expenditure activity during the audit period.

B. State and Local Units of Government

If an organization expends \$500,000 or more in federal funds in a year, the organization must have an audit performed in accordance with **OMB Circular A-133**, as amended.

The required audits are to be on an organization-wide basis, independently performed, and must be in accordance with “Government Auditing Standards” covering financial audits.

Audits under OMB Circular A-133 shall be conducted with reasonable frequency, usually annually, but not less frequently than every two years.

General Contract Requirements

A. Unallowable Costs

The following is a list of costs generally unallowable for all projects funded through the Missouri Department of Public Safety:

1. Real Property Acquisition;
2. Honoraria;
3. Indirect costs of conferences, symposia, and workshops including entertainment, sports, visas, passport charges, tips, bar charges, beverages, personal telephone calls, or laundry charges;
4. Bonuses or commissions;
5. Lobbying;
6. Cost of fundraising;
7. Military type equipment;
8. Compensation of federal employees;
9. Travel of federal employees.

B. Printing and Publicity

Contractors are encouraged to make the results and accomplishments of their activities available to the public through printed publication or media release.

All printed materials, however, must include an acknowledgement of the funding source similar to the following:

“This project was supported by funding made available through the Victims of Crime Act administered by the U.S. Department of Justice and the Missouri Department of Public Safety, Office of the Director.”

C. Technical Assistance

The Office of Inspector General, Department of Justice, is available to provide technical assistance to contractors in implementing the audit requirements. The assistance is available for areas such as:

- 1) Review of the audit arrangements and/or negotiations;
- 2) Review of the audit program or guide to be used for the conduct of the audit.

C. Termination of Contracts

In the event that the Missouri Department of Public Safety determines that a Contractor is operating in a manner inconsistent with the provisions of the application or is failing to comply with the applicable regulations, the Missouri Department of Public Safety may permanently or temporarily terminate the contract. Should this occur, the Contractor has the right to an appeal hearing. In the event a contract is permanently terminated, the Department of Public Safety may take action as deemed appropriate to recover any portion of the contract funds remaining or an amount equal to the portion of the contract funds wrongfully used.

D. Criminal Penalties

Whoever embezzles, willfully misapplies, steals, or obtains by fraud any funds, assets, or property which are the subject of a grant or contract or other form of assistance, whether receive directly or indirectly from the Missouri Department of Public Safety or the U.S. Department of Justice shall be fined not more than \$10,000 or imprisoned for not more than five years, or both. Whoever knowingly and willfully falsifies, conceals, or covers up by trick, scheme, or device, any material fact in any application for assistance shall be subject to prosecution under the provisions of Section 1001 of Title 18, United States Code. Any justice program or project underwritten, in whole or in part, by any grant or contract of other form of assistance, whether received directly or indirectly from the Missouri Department of Public Safety or U.S. Department of Justice shall be subject to the provisions of Section 371 of Title 18, United States Code.

Appendix

Change of Information Form

VOCA Contract No. _____ NCAP Contract No. _____ Title II Contract No. _____
STOP Contract No. _____ CLAP Contract No. _____ Title V Contract No. _____
SSVF Contract No. _____ MCLUP Contract No. _____ Challenge Contract No. _____
RSAT Contract No. _____ LLEBG Contract No. _____ JAIBG Contract No. _____
LGSD Contract No. _____

Please list any change of information from that included in your approved contract.

Agency Name: _____

Authorized Official: _____

Project Director: _____

Address: _____

Telephone Number: _____

E-Mail Address: _____

Other Changes: _____
(Please specify change. _____
Include changes in per- _____
sonnel, board members, _____
job descriptions, organi- _____
zational charts, etc. Please _____
attach copies.) _____

****PLEASE NOTE****

The Department of Public Safety must approve certain changes in the budget and requests for such changes must be submitted on a Request to Revise the Budget form, which is included in your application packet.

Agency Name: _____

Signature: _____ Date: _____
(Authorized Official)

Return to: Missouri Department of Public Safety, P.O. Box 749, Jefferson City, MO 65102-0749.

dps 2/1/01





MISSOURI DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR
REQUEST TO REVISE THE BUDGET

P.O. Box 749
Jefferson City, MO 65102
Telephone: 573-751-4905
FAX: 573-751-5399



Contractor Name

Project Title

Contract Number

COST CATEGORY	CURRENT BUDGET		REQUESTED REVISED BUDGET		NET CHANGE (+ OR -)
PERSONNEL <i>(Plus Fringes and Overtime)</i>					
VOLUNTEER TIME					
TRAVEL					
EQUIPMENT					
SUPPLIES/OPERATIONS					
CONTRACTUAL					
RENOVATION/CONSTRUCTION					
TOTAL PROJECT COSTS		100%		100%	\$0.00
TOTAL FEDERAL/STATE SHARE		%		%	\$0.00
TOTAL LOCAL MATCH SHARE		%		%	\$0.00

NARRATIVE JUSTIFICATION – Briefly explain the requested change. Explain why a reduction in some categories will not be detrimental to the project and an increase in others will further the objectives of the project.
Attach copies of each changed budget detail sheet.

PREPARED BY

Signature

Date

Telephone Number:

E-Mail Address:

Fax Number:

APPROVED BY

Authorized Official Signature

Date

INSTRUCTIONS FOR REQUEST TO REVISE THE BUDGET

Contractors must make a written request for approval from the Missouri Department of Public Safety for program changes at least 30 days prior to the change and at least 60 days prior to the end of the contract period. Please see the appropriate grant program financial and administrative guidelines for contracts for further information regarding changes that require prior approval from the Department of Public Safety or contact your respective program specialist or representative.

Enter the **Contract Name** as it appears on the current Award of Contract document.

Enter the **Project Title** as it appears on the current Award of Contract document.

Enter the **Contract Number** as it appears on the current Award of Contract document.

Under the **Current Budget** column, include the current budget as approved by the Department of Public Safety. This budget will either be outlined on the Application for Funding form or on a Contract Adjustment Notice previously authorized by the Department of Public Safety.

Under the **Requested Revised Budget** column, include the new budget for which approval is being sought. Keep in mind that expenditures up to the date of the requested change in the budget must be included in this revised budget section. Make sure that the totals reflect the appropriate local match share if required.

*Under the **Net Change (+ OR -)** column, enter the difference between the current budget and the requested revised budget. For example, if the current personnel budget is \$20,000 and the requested revised budget is \$25,000, enter +\$5,000 in the Net Change column.

Attach new budget pages for any budget category for which a revision is requested. The new budget page must include expenditures up to the date of the requested change in the budget along with the requested revisions.

In the Narrative Justification section, provide a brief explanation regarding the requested change. Include the rationale for making this request. Be sure to explain why a reduction in some categories will not be detrimental to the project and an increase in others will further the objectives of the project. Be as specific as possible.

Obtain proper signatures and include the telephone number, e-mail address, and fax number for the person preparing this request.

Please contact your respective program specialist or representative if you have any questions regarding this budget revision process.

dps 9/9/02

DPS GRANTS ADMINISTRATION
PAY PERIOD AND ATTENDANCE REPORT
(Please complete both sides of activity report and attach to this form)

NAME OF SUBGRANTEE _____ CONTRACT # _____

NAME OF EMPLOYEE _____ MONTH/YEAR _____

TITLE & NATURE OF WORK
PERFORMED _____

Please fill in the starting date and ending date of the pay period by month and day (example 12/25) in the appropriate box.
TIME SHEET DATES MUST CORRESPOND DIRECTLY WITH THE AGENCY'S INTERNAL PAY PERIOD.

	Start Date																End Date
Day of Month																	
Total Hours Worked																	Subtotals
Total Hours Worked on Project																	

Day of Month																	Subtotals
Total Hours Worked																	
Total Hours Worked on Project																	

Total Hours Worked on Project	Divided By	Total Hours Worked This Month	Equals =	Percent of Time on Project	TIMES X	Total Salary/ Benefits for Pay Period(s)	Equals =	Amount Charged to Grant

I CERTIFY THAT THE ABOVE IS A TRUE AND CORRECT STATEMENT.

Employee

Date

Supervisor

Date

DEFINITIONS FOR SERVICES PROVIDED

Crisis Counseling refers to in-person or telephone crisis intervention, emotional support and guidance and counseling provided by advocates, counselors, mental health professionals or peers. Such counseling may occur at the scene of the crime, immediately after a crime, or be provided on an ongoing basis.

Follow-up refers to in-person contacts, telephone contacts, and written communications with victims to offer emotional support, provide empathetic listening, check on a victim's progress, etc.

Therapy/Professional Counseling refers to intensive professional psychological/psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crisis arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

Group Treatment refers to the coordination and provision of supportive group activities and includes self-help, peer, social support, etc.

Shelter/Safe House refers to providing short-term and long-term housing and related support services to victims and families following victimization. *(This does not include referral for such housing.)*

Information and Referral (in-person) refers to in-person contacts with victims during which time services and available support are identified.

Criminal Justice Support/Advocacy refers to support, assistance and advocacy provided to victims at any stage of the criminal justice process, including post-sentencing services and support.

Emergency Financial Assistance refers to cash outlays for transportation, food, clothing, emergency housing, etc.

Emergency Legal Advocacy refers to filing temporary restraining orders and other protective orders, but **does not** include criminal prosecution or the employment of attorneys for non-emergency purposes, such as custody disputes, civil suits, etc.

Assistance in Filing Compensation Claims includes making victims aware of the availability of crime victim compensation, assisting the victim in completing the required forms, gathering the needed documentation, etc. It may also include follow-up contact with the victim compensation agency on behalf of the victim.

Personal Advocacy refers to assisting victims in securing rights, remedies, and services from other agencies; locating emergency financial assistance, intervening with employers, creditors, and others on behalf of the victim; assisting in filing for losses covered by public and private insurance programs including workman's compensation, unemployment benefits, welfare, etc; accompanying the victim to the hospital; etc.

Telephone Contact refers to telephone contacts with victims during which time services and available support are identified. This does not include calls during which counseling is the primary function of the telephone call, nor does it include crisis hotline calls.

Crisis Hotline Calls refers to the number of crisis hotline calls logged.

Other refers to other allowable grant services and activities

If funding through this grant program supports less than 100% of an employee's salary, that employee must keep a time sheet of all activities to document the percentage of time spent on the project. Only actual time spent on the project may be claimed. Use the front side of this form to document hours spent on allowable activities and services. Use the backside of this form to document hours spent on unallowable services and activities. Allowable services and activities included under the "Other" column heading must be described on a separate sheet of paper. Please round partial hours (up or down), and report time in increments of whole hours. *Note: See back of Pay Period and Attendance Report for definitions of services.

PLEASE DO NOT FORGET TO COMPLETE TOTALS FOR EACH DAY. THE "TOTAL HOURS WORKED ON PROJECT" SHOULD BE TRANSFERRED TO THE "TOTAL HOURS WORKED ON PROJECT" ROW FOR EACH DATE ON THE PAY PERIOD AND ATTENDANCE REPORT.

[illegible]

For unallowable activities and services, provide a description of the activity/service performed and the time (hours) spent on that activity. Please round partial hours (up or down), and report time in increments of whole hours. THE “TOTAL UNALLOWABLE HOURS WORKED ON PROJECT” SHOULD BE ADDED TO THE “TOTAL HOURS WORKED ON PROJECT” TO COMPUTE THE TOTAL HOURS WORKED PER DAY. THE TOTAL HOURS WORKED PER DAY SHOULD BE RECORDED ON THE PAY PERIOD AND ATTENDANCE REPORT IN THE “TOTAL HOURS WORKED” ROW.

[illegible]



VOCA ANNUAL PERFORMANCE REPORT

Contractor: _____
Contact Person: _____
Address: _____

Contract Number: _____
Telephone Number: _____
Award Amount: _____

Reporting Period:
October 1 through September 30

Report Due Date:
October 15

A. Indicate the number of victims served by your VOCA funded project during this project period. *Each victim should be counted only once, i.e., a victim of a series of spouse abuse assaults should be counted more than once only as a result of separate and unrelated crimes.*

_____ Child Physical Abuse	_____ Adults Molested as Children
_____ Child Sexual Abuse	_____ Survivors of Homicide Victims
_____ DUI/DWI Crashes	_____ Robbery
_____ Domestic Violence	_____ Assault
_____ Adult Sexual Assault	_____ Other (specify) _____
_____ Elder Abuse	
_____ Total number of victims served by this VOCA funded project	

B. Indicate the number of victims served in the following categories.

_____ Child _____ Elderly _____ Disabled/Handicapped _____ Native Americans _____ Minorities

C. Indicate the number of victims who received the following services through this VOCA funded project.
Please see the instructions for definitions of each service.

_____ Crisis Counseling (<i>In Person</i>)	_____ Follow-up	_____ Therapy/Prof. Counseling
_____ Group Treatment/Support	_____ Shelter/Safe House	_____ Information/Referral (<i>In Person</i>)
_____ Criminal Justice Support/Advocacy	_____ Emergency Financial Assistance	_____ Emergency Legal Advocacy
_____ Assistance Filing Compensation Claims	_____ Personal Advocacy	_____ Telephone Contact Information/Referral
_____ Crisis Hotline Calls	_____ Other (specify) _____	

D. What are the major issues in your area, if any, that hinder victim assistance programs in assisting crime victims in filing for compensation benefits and in understanding state victim compensation eligibility requirements?

E. Briefly describe efforts to promote coordinated efforts within the community to aid crime victims.

F. Briefly describe efforts taken to serve federal crime victims, i.e. coordination, etc.

- G. Describe any notable activities conducted to improve the delivery of victim services. These activities do not need to be related specifically to the VOCA funded project. Include any needs assessments, program evaluations, training efforts, etc.**
- H. Include and/or attach anecdotal information and individual case histories illustrating how VOCA funds have been used to assist crime victims. *(Letters from crime victims are helpful).***
- I. Identify any emerging issues or notable trends impacting crime victim services in your area.**

Project Director

Authorized Official

(Attach additional pages if necessary)

VOCA ANNUAL PERFORMANCE REPORT

Instructions – Definitions

Each agency receiving VOCA victim assistance funds is required to submit a VOCA Annual Performance Report on the uses and affects these grant funds have had on services to crime victims. This report must be submitted by October 15, to the Missouri Department of Public Safety, P.O. Box 749, Jefferson City, MO 65102.

A VOCA project refers to activities and services supported by VOCA funds plus the required match. Except where otherwise indicated, the information in the VOCA Annual Performance Report must be based solely on VOCA projects, not the entire agency nor on non-VOCA supported victim activities and services. A worksheet on which victim service statistics may be recorded throughout the project period is attached for your convenience.

A. Provide the number of victims served during the reporting period. Indicate the number of victims served by type of victimization. If a victim was the subject of more than one type of crime, identify under each category of victimization.

NOTE: The data in this section is based upon the number of victims served by VOCA projects during the reporting period. In this section, each victim should be counted only once, e.g., a victim of a series of spouse abuse assaults, for example, should be counted once. A person may be counted more than once only as a result of entirely separate and unrelated crimes.

B. Provide the number of victims served by the categories identified. If a victim falls under more than one category, identify under each applicable category, i.e., a child victim who is also disabled would be reported under both the "child" and "disabled" categories; an elderly victim who is also a minority would be counted once under the "elderly" and once under the "minority" category, etc.

C. Provide the number of victims receiving each type of service.

Crisis Counseling refers to in-person or telephone crisis intervention, emotional support and guidance and counseling provided by advocates, counselors, mental health professionals or peers. Such counseling may occur at the scene of the crime, immediately after a crime, or be provided on an ongoing basis.

Follow-up refers to in-person contacts, telephone contacts, and written communications with victims to offer emotional support, provide empathetic listening, check on a victim's progress, etc.

Therapy/Professional Counseling refers to intensive professional psychological/psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crisis arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

Group Treatment refers to the coordination and provision of supportive group activities and includes self-help, peer, social support, etc.

Shelter/Safe House refers to offering short-term and long-term housing and related support services to victims and families following victimization.

Information and Referral (in-person) refers to in-person contacts with victims during which time services and available support are identified.

Criminal Justice Support/Advocacy refers to support, assistance and advocacy provided to victims at any stage of the criminal justice process, to include post-sentencing services and support.

Emergency Financial Assistance refers to cash outlays for transportation, food, clothing, emergency housing, etc.

Emergency Legal Advocacy refers to filing temporary restraining orders, injunctions, and other protective orders, elder abuse petitions, and child abuse petitions but **does not** include criminal prosecution or the employment of attorneys for non-emergency purposes, such as custody disputes, civil suits, etc.

Assistance in Filing Compensation Claims includes making victims aware of the availability of crime victim compensation, assisting the victim in completing the required forms, gathering the needed documentation, etc. It may also include follow-up contact with the victim compensation agency on behalf of the victim.

Personal Advocacy refers to assisting victims in securing rights, remedies, and services from other agencies; locating emergency financial assistance, intervening with employers, creditors, and others on behalf of the victim; assisting in filing for losses covered by public and private insurance programs including workman's compensation, unemployment benefits, welfare, etc; accompanying the victim to the hospital; etc.

Telephone Contact refers to contacts with victims during which time services and available support are identified. This does not include calls during which counseling is the primary function of the telephone call.

Crisis Hotline Calls refers to the number of crisis hotline calls logged.

Other refers to other VOCA allowable services and activities not listed.

D. through I. - Please answer all questions noted in these sections. The state of Missouri is required to submit this information to the U.S. Department of Justice. The information submitted could have a bearing on future funding for the state of Missouri.